



User's Guide

Safety and Legal

Basic User's Guide

Advanced User's Guide

Safety and Legal

MFC-J6510DW/J6710DW

Using the documentation

Please read this booklet before attempting to operate the machine, or before attempting any maintenance. Failure to follow these instructions may result in an increased risk of personal injury or damage to property, including through fire, electrical shock, burns or suffocation.

Read all of the instructions. Save them for later reference.

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

| | |
|----------------|--|
| Bold | Bold typeface identifies specific keys on the machine's control panel, on the computer screen. |
| <i>Italics</i> | Italicized typeface emphasizes an important point or refers you to a related topic. |
| Courier New | Text in Courier New font identifies messages on the LCD of the machine. |



WARNING

WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.



CAUTION

CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.



IMPORTANT

IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.



Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.



Electrical Hazard icons alert you to possible electrical shock.



Improper Setup icons alert you to devices and operations that are not compatible with the machine.



Fire Hazard icons alert you to the possibility of fire.

Follow all warnings and instructions marked on the machine.



Note

The illustrations in this guide show the MFC-J6710DW.

Compilation and Publication

Under the supervision of Brother Industries, Ltd., this manual has been compiled and published, covering the latest product descriptions and specifications.

The contents of this manual and the specifications of this product are subject to change without notice.

Brother reserves the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by reliance on the materials presented, including but not limited to typographical and other errors relating to the publication.

Choosing a location

Put your machine on a flat, level, stable surface that is free of vibration and shocks, such as a desk. Put the machine near a telephone wall jack and a standard AC power outlet. Choose a location where the temperature remains between 50°F and 95°F (10°C and 35°C) and the humidity is between 20% to 80% (without condensation).



WARNING



DO NOT expose the machine to direct sunlight, excessive heat, open flames, salty or corrosive gasses, moisture or dust. DO NOT place your machine on a carpet or rug, as this will expose it to dust. Doing so may create a risk of an electrical short or fire. It may also damage the machine and/or render it inoperable.



DO NOT place the machine near heaters, air conditioners, electrical fan, refrigerators, or water. Doing so may create the risk of a short circuit or fire should water come into contact with the machine (including condensation caused by heating/air conditioning/ventilation equipment).



DO NOT place the machine near chemicals. Should the chemicals come into contact with the machine, there may be a risk of fire. The chemicals may also cause the machine to malfunction or become discolored.

Plastic bags are used in the packing of your machine. Plastic bags are not toys. To avoid the danger of suffocation, keep these bags away from babies and children and dispose of them properly.

⚠ CAUTION

Avoid placing your machine in a high-traffic area. If you must place it in a high-traffic area, ensure that the machine is in a safe location where it cannot be accidentally knocked-over, which could cause injury to you and serious damage to the machine.

Ensure that cables and cords leading to the machine are secured so as not to pose a tripping hazard.

DO NOT place this machine on an unstable or tilted cart, stand, or table. The machine is heavy and may fall, causing injury to you and serious damage to the machine.

❗ IMPORTANT

- DO NOT place your machine next to sources of interference, such as speakers or the base units of non Brother cordless telephones. Doing so may interfere with the operation of the machine's electronic components.
- DO NOT place the machine on any tilted/slanted surface. DO NOT tip the machine after the ink cartridges are installed. Doing so may cause ink spillage and internal damage to the machine.
- DO NOT connect your machine to an AC power outlet controlled by wall switches or automatic timers. Disruption of power can delete information from the machine's memory, and repeated cycling of the power can damage the machine.

To use the machine safely

⚠ WARNING

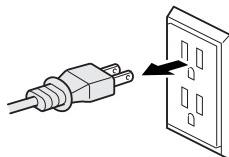
ELECTRICAL HAZARDS

Failure to follow the warnings in this section may create the risk of an electrical shock. In addition, you could create an electrical short, which may create the risk of a fire.

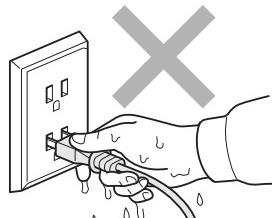


There are high-voltage electrodes inside the machine. Before you access the inside of the machine, including for routine maintenance such as cleaning, make sure you have unplugged the power cord from the AC power outlet, as well as any telephone (RJ-11) or Ethernet (RJ-45) cables from the machine.

DO NOT push objects of any kind into this machine through slots or openings in the cabinet, as they may touch dangerous voltage points or short out parts.



DO NOT handle the plug with wet hands.



Always make sure the plug is fully inserted.



DO NOT use the machine or handle the cord if the cord has become worn or frayed. If unplugging your machine, DO NOT touch the damaged/frayed part.



DO NOT continue using the machine if it has been dropped or the cabinet has been damaged. Instead, unplug the machine from the power outlet and contact Brother Authorized Service Personnel.



If water, other liquids, or metal objects get inside the machine, immediately unplug the machine from the AC power outlet and contact Brother Authorized Service Personnel.



DO NOT connect it to a DC power source or inverter. If you are not sure what kind of power source you have, contact a qualified electrician.



Power Cord Safety:

- DO NOT pull on the middle of the AC power cord; pulling on the middle may cause the cord to separate from the plug. Doing this might cause an electrical shock.
 - DO NOT allow anything to rest on the power cord.
 - DO NOT place this machine where people can walk on the cord.
 - DO NOT place this machine in a position where the cord is stretched or strain is otherwise put on the cord, as it may become worn or fray.
 - If an extension cord is used with this machine, make sure that the total ampere ratings on the machines plugged into the extension cord DO NOT exceed the extension cord ampere rating. Also, make sure that the total of all machines plugged into the AC power outlet does not exceed 15 amperes (USA only).
-



Never touch telephone wires or terminals that are not insulated unless the telephone line has been unplugged at the wall jack. Never install telephone wiring during a lightning storm. Never install a telephone wall jack in a wet location.

FIRE HAZARDS

Failure to follow the warnings in this section may create the risk of a fire.



DO NOT use flammable substances, any type of spray or an organic solvent/liquid that contains alcohol or ammonia to clean the inside or outside of the machine. Doing this may also cause an electrical shock.



DO NOT use this product in the vicinity of combustible dust.

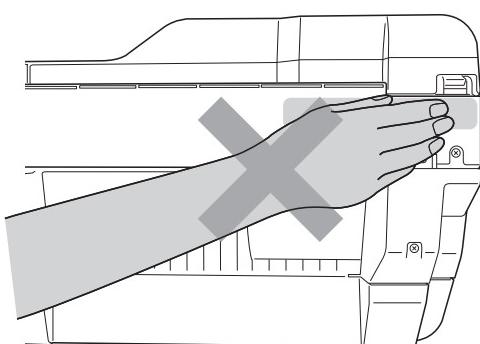
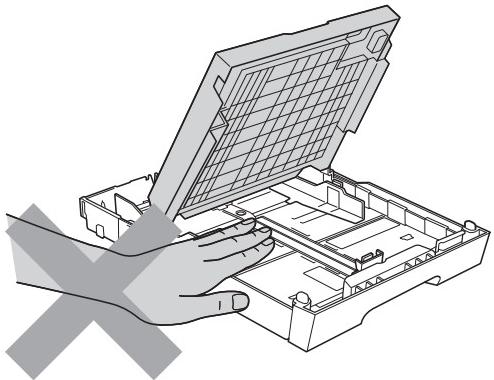
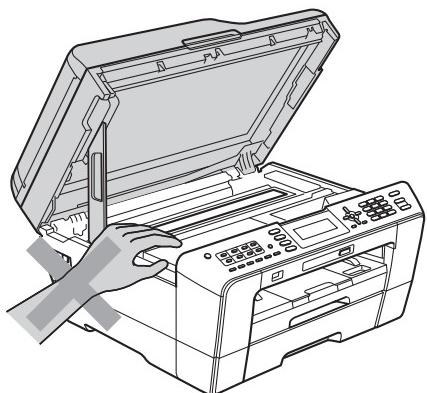
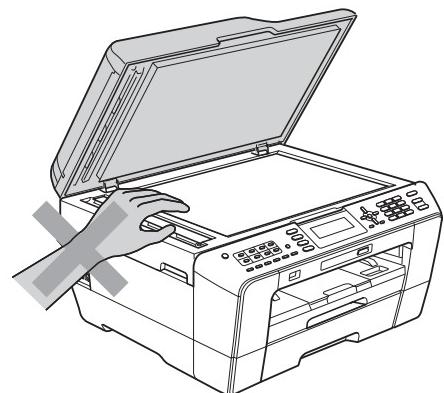
⚠ CAUTION

DO NOT sit or stand on the machine or use it for any purpose beyond its intended purpose.

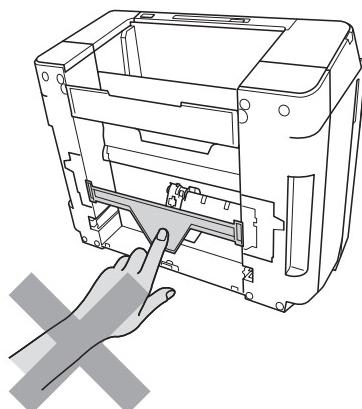
If the machine becomes hot, releases smoke, or generates any strong smells, immediately unplug the machine from the AC power outlet. Call Brother Customer Service.

Wait until pages have exited the machine before picking them up. Doing this may cause injury to your fingers by trapping them in a roller.

DO NOT put your hands on the edge of the machine. Doing this may cause injury to your fingers by pinching them.

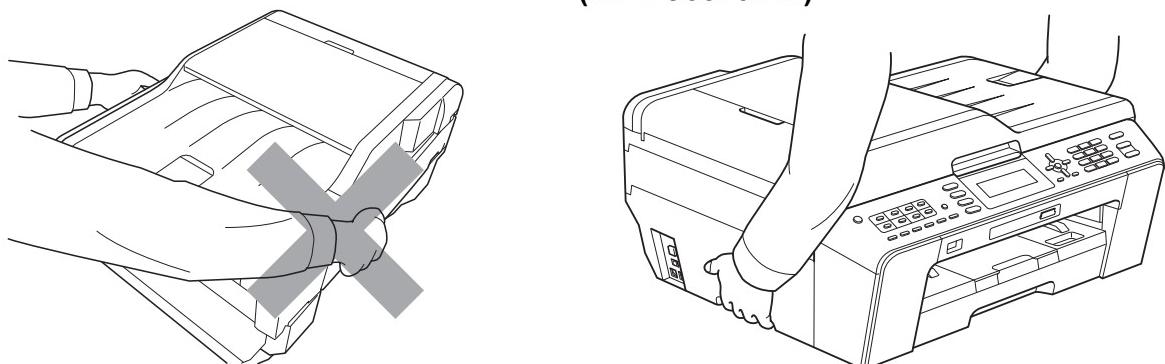


DO NOT touch the area shaded in the illustration. Doing this may cause injury to your fingers by cutting them on the edge of the machine.



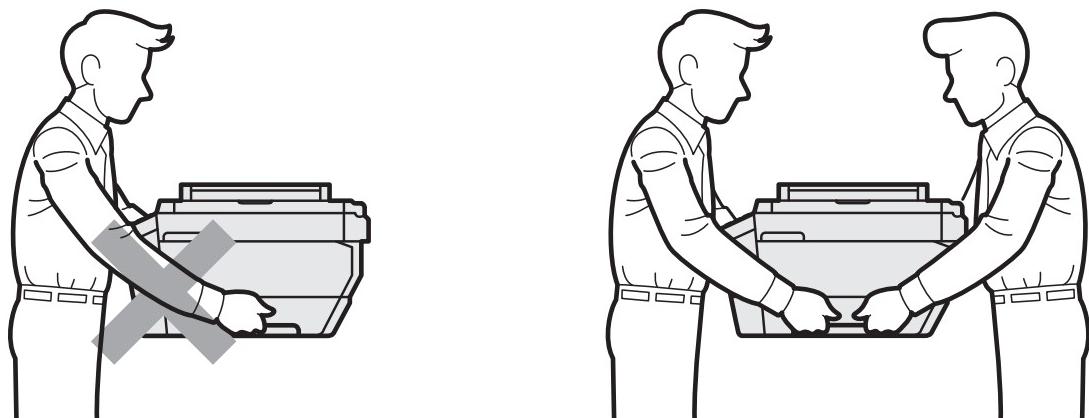
DO NOT carry the machine by holding the scanner cover or the Jam Clear Cover. Doing this may cause the machine to slip out of your hands. Only carry the machine by placing your hands under the entire machine.

(MFC-J6510DW)



(MFC-J6710DW)

To prevent injuries when moving or lifting this machine, make sure to use at least two people. Be careful not to pinch your fingers when you set the machine back down.



! IMPORTANT

- Disruption of power can wipe out information in the machine's memory.
- DO NOT put objects on top of the machine.
- DO NOT place anything in front of the machine that will block received faxes. DO NOT place anything in the path of received faxes.
- If the machine does not operate normally when the operating instructions are followed, adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage or minor exposure to electromagnetic waves and will often require extensive work by a qualified technician to restore the machine to normal operation.
- A distinct change in the machine's performance may, indicate a need for service.
- The power cord, including extensions, should be no longer than 16.5 feet (5 meters). DO NOT connect your machine to an AC power outlet on the same circuit as large appliances or other equipment that requires a significant amount of electricity to operate. Doing this may cause an overvoltage, tripping your circuit breaker or blowing your fuse. If you cannot avoid using the machine with these appliances, we recommend that you use a voltage transformer or a high-frequency noise filter. Use a voltage regulator if the power source is not stable.
- Lightning and power surges can damage this machine. We recommend that you use a quality surge protection device on the AC power line and any telephone (RJ-11) or Ethernet (RJ-45) cable plugged into the machine, or that you unplug the cords during a lightning storm.

Important safety instructions

- 1 DO NOT attempt to service this machine yourself because opening or removing covers may expose you to dangerous voltage points and other risks and may void your warranty. Refer all servicing to a Brother Authorized Service Center. For the location of your nearest Brother Authorized Service Center, please call:
In USA: 1-877-BROTHER (1-877-276-8437)
In Canada: 1-877-BROTHER
- 2 Unplug this machine from the power outlet and refer all servicing to Brother Authorized Service Personnel under the following conditions:
 - When the power cord is damaged or frayed.
 - If liquid has been spilled into the machine.
 - If the machine has been exposed to rain or water.

Regulation

WARNING

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electrical shock and injury to people, including the following:

- DO NOT use this product near water, for example, near a bath tub, wash bowl, kitchen sink or washing machine, in a wet basement or near a swimming pool.
- Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning.
- DO NOT use this product to report a gas leak in the vicinity of the leak.



To reduce the risk of fire, electrical shock and injury to people;

- Use only a No. 26 AWG or larger telecommunication line cord.

This product must be installed near an AC power outlet that is easily accessible. In case of an emergency, you must unplug the power cord from the AC power outlet to shut off the power completely.

Standard telephone and FCC notices

These notices are in effect on models sold and used in the United States only.

When programming emergency numbers or making test calls to emergency numbers:

- Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
- Perform these activities in the off-peak hours, such as early morning or late evening.

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the backside of this equipment is a label that contains, among other information, a product identifier in the format US: AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

You may safely connect this equipment to the telephone line by means of a standard modular jack, USOC RJ11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA.

A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 06 is a REN of 0.6). For earlier products, the REN is separately shown on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, for repair or warranty information, please contact Brother Customer Service. (See *Brother numbers* in the *Basic User's Guide*.) If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, call your telephone company or a qualified installer.

If you are not able to solve a problem with your machine, call Brother Customer Service. (See *Brother numbers* in the *Basic User's Guide*.)



WARNING



For protection against the risk of electrical shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.



IMPORTANT

- This equipment may not be used on coin service lines provided by the telephone company or connected to party lines.
- Brother cannot accept any financial or other responsibilities that may be the result of your use of this information, including direct, special or consequential damages. There are no warranties extended or granted by this document.
- This machine has been certified to comply with FCC standards, which are applied to the USA only.

Federal Communications Commission (FCC) Declaration of Conformity (USA only)

Responsible Party: Brother International Corporation
100 Somerset Corporate Boulevard
Bridgewater, NJ 08807-0911 USA
TEL: (908) 704-1700

declares, that the products

Product Name: MFC-J6510DW and MFC-J6710DW

comply with Part 15 of the FCC Rules. Operation is subject to the following two conditions:
(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Call the dealer or an experienced radio/TV technician for help.
- This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter.

! IMPORTANT

- Changes or modifications not expressly approved by Brother Industries, Ltd. could void the user's authority to operate the equipment.
- A shielded interface cable should be used to ensure compliance with the limits for a Class B digital device.

Industry Canada Compliance Statement (Canada only)

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Operation is subject to the following two conditions:

(1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of this device.

L'utilisation de ce dispositif est autorisée seulement aux conditions suivantes:

(1) il ne doit pas produire de brouillage et (2) l'utilisateur du dispositif doit être prêt à accepter tout brouillage radioélectrique reçu, même si ce brouillage est susceptible de compromettre le fonctionnement du dispositif.

EQUIPMENT ATTACHMENT LIMITATIONS (Canada only)

NOTICE

This product meets the applicable Industry Canada technical specifications.

Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.

NOTICE

The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

For use in the USA or Canada only

These machines are made for use in the USA and Canada only. We cannot recommend using them overseas because it may violate the Telecommunications Regulations of that country and the power requirements of your machine may not be compatible with the power available in foreign countries. Using USA or Canada models overseas is at your own risk and may void your warranty.

LAN connection

! IMPORTANT

DO NOT connect this product to a LAN connection that is subject to over-voltages.

International ENERGY STAR® Qualification Statement

The purpose of the International ENERGY STAR® Program is to promote the development and popularization of energy-efficient equipment.

As an ENERGY STAR® Partner, Brother Industries, Ltd. has determined that this product meets the ENERGY STAR® specifications for energy efficiency.



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Please see Open Source Licensing Remarks and Copyright information on the supplied CD-ROM.

(For Windows®) "X:\License.txt" (where X is your drive letter).

(For Macintosh) Double-click the CD-ROM icon on your desktop. Then double-click the **Utilities** icon. License.rtf will appear.

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- Bonds or other certificates of indebtedness
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- Internal Revenue Stamps (canceled or uncanceled)
- Selective Service or draft papers
- Passports
- United States/Canadian Postage Stamps (canceled or uncanceled)
- Food Stamps
- Immigration Papers
- Checks or drafts drawn by Governmental agencies
- Identifying badges or insignias
- Licenses and Certificates of Title to motor vehicles, under certain State/Provincial law

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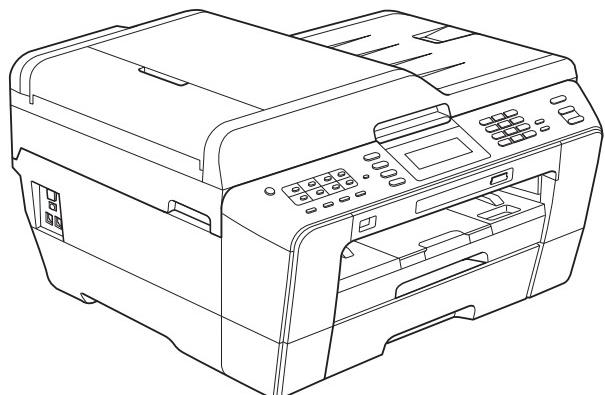
Works of art should be considered the equivalent of copyrighted works.

brother[®]

brother[®]

BASIC USER'S GUIDE

MFC-J6910DW



Version 0

USA/CAN

If you need to call Customer Service

Please complete the following information for future reference:

Model Number: MFC-J6910DW

Serial Number: ¹ _____

Date of Purchase: _____

Place of Purchase: _____

- ¹ The serial number is on the back of the unit. Retain this User's Guide with your sales receipt as a permanent record of your purchase, in the event of theft, fire or warranty service.

Register your product on-line at

<http://www.brother.com/registration/>

By registering your product with Brother, you will be recorded as the original owner of the product. Your registration with Brother:

- may serve as confirmation of the purchase date of your product should you lose your receipt;
- may support an insurance claim by you in the event of product loss covered by insurance; and,
- will help us notify you of enhancements to your product and special offers.

The most convenient and efficient way to register your new product is on-line at <http://www.brother.com/registration/>.

Brother numbers

! IMPORTANT

For technical help, you must call the country where you bought the machine. Calls must be made **from within** that country.

Register your product

By registering your product with Brother International Corporation, you will be recorded as the original owner of the product. Your registration with Brother:

- may serve as confirmation of the purchase date of your product should you lose your receipt;
- may support an insurance claim by you in the event of product loss covered by insurance; and,
- will help us notify you of enhancements to your product and special offers.

Please complete and fax the Brother Warranty Registration And Test Sheet or, for your convenience and most efficient way to register your new product, register on-line at

<http://www.brother.com/registration/>

FAQs (frequently asked questions)

The Brother Solutions Center is our one-stop resource for all your Fax Machine/Multi-Function Center needs. You can download the latest software documents and utilities, read FAQs and troubleshooting tips, and learn how to get the most from your Brother product.

<http://solutions.brother.com/>



Note

- You can check here for Brother driver updates.
- To keep your machine performance up to date, check here for the latest firmware upgrade.

For Customer Service

In USA: 1-877-BROTHER (1-877-276-8437)

1-901-379-1215 (fax)

In Canada: 1-877-BROTHER

(514) 685-4898 (fax)

Service Center Locator (USA only)

For the location of a Brother authorized service center, call 1-877-BROTHER (1-877-276-8437).

Service Center Locations (Canada only)

For the location of a Brother authorized service center, call 1-877-BROTHER.

Ordering accessories and supplies

For best quality results use only genuine Brother accessories, which are available at most Brother retailers. If you cannot find the accessory you need and you have a Visa, MasterCard, Discover, or American Express credit card, you can order accessories directly from Brother. (You can visit us online for a complete selection of the Brother accessories and supplies that are available for purchase.)



Note

In Canada only Visa and MasterCard are accepted.

In USA: 1-877-552-MALL (1-877-552-6255)
 1-800-947-1445 (fax)

<http://www.brothermall.com/>

In Canada: 1-877-BROTHER

<http://www.brother.ca/>

| Description | Item |
|--|--|
| Ink Cartridge Super High Yield <black> | LC79BK (Prints approx. 2,400 pages) ¹ |
| Ink Cartridge Super High Yield <yellow> | LC79Y (Prints approx. 1,200 pages) ¹ |
| Ink Cartridge Super High Yield <cyan> (blue) | LC79C (Prints approx. 1,200 pages) ¹ |
| Ink Cartridge Super High Yield <magenta> (red) | LC79M (Prints approx. 1,200 pages) ¹ |
| Ink Cartridge High Yield <black> | LC75BK (Prints approx. 600 pages) ¹ |
| Ink Cartridge High Yield <yellow> | LC75Y (Prints approx. 600 pages) ¹ |
| Ink Cartridge High Yield <cyan> (blue) | LC75C (Prints approx. 600 pages) ¹ |
| Ink Cartridge High Yield <magenta> (red) | LC75M (Prints approx. 600 pages) ¹ |
| Premium Plus Glossy Photo Paper (Ledger size / 20 sheets) | BP71GLGR |
| (Letter size / 20 sheets) | BP71GLTR |
| (4" x 6" size / 20 sheets) | BP71GP |
| Premium Glossy Photo Paper (Letter size / 20 sheets) | BP61GLL (USA only) |
| (4" x 6" / 20 sheets) | BP61GLP (USA only) |

¹ For more information about the replacement consumables, visit us at <http://www.brother.com/pageyield/>.

| Description | Item |
|--|---|
| Multipurpose Paper - Plain Paper (Letter size / 500 sheets) | BP60MPLTR (USA only) |
| Matte Inkjet Paper (Letter size / 25 sheets) | BP60ML (USA only) |
| Plain Inkjet Paper (Ledger size / 100 sheets) (Letter size / 100 sheets) | BP60PLGR (USA only) BP60PL100 (USA only) |
| Telephone Line Cord | LG3077001 (USA only) |
| Basic User's Guide | LX7947001 (English for USA and Canada) LX7947002 (French for Canada) |

Notice - Disclaimer of Warranties (USA and Canada)

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Compilation and Publication Notice

Under the supervision of Brother Industries, Ltd., this manual has been compiled and published, covering the latest product descriptions and specifications.

The contents of this manual and the specifications of this product are subject to change without notice.

Brother reserves the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by reliance on the materials presented, including but not limited to typographical and other errors relating to the publication.

User's Guides and where do I find it?

| Which manual? | What's in it? | Where is it? |
|------------------------------|--|---------------------------------|
| Safety and Legal | Read this Guide first. Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations. | Printed / In the box |
| Quick Setup Guide | Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using. | Printed / In the box |
| Basic User's Guide | Learn the basic Fax, Copy, Scan and PhotoCapture Center™ operations and how to replace consumables. See troubleshooting tips. | Printed / In the box |
| Advanced User's Guide | Learn more advanced operations: Fax, Copy, security features, printing reports and performing routine maintenance. | PDF file / Documentation CD-ROM |
| Software User's Guide | Follow these instructions for Printing, Scanning, Network Scanning, PhotoCapture Center™, Remote Setup, PC-Fax, and using the Brother ControlCenter utility. | PDF file / Documentation CD-ROM |
| Network Glossary | This Guide provides basic information about advanced network features of Brother machines along with explanations about general networking and common terms. | PDF file / Documentation CD-ROM |
| Network User's Guide | This Guide provides useful information about wired and wireless network settings and security settings using the Brother machine. You can also find supported protocol information for your machine and detailed troubleshooting tips. | PDF file / Documentation CD-ROM |

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(ADVANCED USER'S GUIDE)

The Advanced User's Guide explains the following features and operations.

You can view the Advanced User's Guide on the Documentation CD-ROM.

1 General setup

- Memory storage
- Volume Settings
- Automatic Daylight Saving Time
- Sleep Mode
- LCD screen
- Dial Prefix
- Mode Timer

2 Security features

- Secure Function Lock 2.0

3 Sending a fax

- Additional sending options
- Additional sending operations
- Polling overview

4 Receiving a fax

- Memory Receive (Black & White only)
- Remote Retrieval
- Additional receiving operations
- Polling overview

5 Dialing and storing numbers

- Voice operations
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6 Printing reports

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- Print Images
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9 Printing photos from a camera

- Printing photos directly from a PictBridge camera
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A Routine maintenance

- Cleaning and checking the machine
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B Glossary

C Index

Using the documentation

Thank you for buying a Brother machine! Reading the documentation will help you make the most of your machine.

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

| | |
|----------------|--|
| Bold | Bold typeface identifies specific keys on the machine's control panel or on the computer screen. |
| <i>Italics</i> | Italicized typeface emphasizes an important point or refers you to a related topic. |
| Courier New | Text in Courier New font identifies messages on the LCD of the machine. |



WARNING

WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.



CAUTION

CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.



IMPORTANT

IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.



Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.



Electrical Hazard icons alert you to possible electrical shock.

Accessing the Advanced User's Guide, Software User's Guide, Network User's Guide, and Network Glossary

This Basic User's Guide does not contain all the information about the machine, such as how to use the advanced features for Fax, Copy, PhotoCapture Center™, Printer, Scanner, PC-Fax, and Network. When you are ready to learn detailed information about these operations, read the **Advanced User's Guide**, **Software User's Guide**, **Network User's Guide**, and **Network Glossary** that are on the Documentation CD-ROM.

Viewing Documentation

- Turn on your computer. Insert the Documentation CD-ROM into your CD-ROM drive. For Windows® users, go to step ③.



Note

(Windows® users)

If the screen does not appear automatically, go to

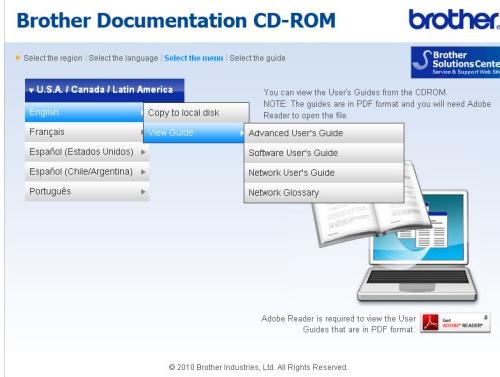
My Computer (Computer), double-click the CD-ROM icon, and then double-click **index.html**.

- (Macintosh users)
Double-click the Documentation CD-ROM icon, and then double-click **index.html**.

- Click your country.



- Point to your language, point to **View Guide**, and then click the guide you want to read.



**Note**

- (Windows® users only)
Your Web browser may display a yellow bar at the top of the page that contains a security warning about Active X controls. For the page to display correctly you must click on the bar, click **Allow Blocked Content**, then click **Yes** in the Security Warning dialog box.
- (Windows® users only)¹
For faster access, you can copy all user documentation in PDF format to a local folder on your computer. Point to your language, then click **Copy to local disk**.

¹ Microsoft® Internet Explorer® 6.0 or greater.

How to find Scanning instructions

There are several ways you can scan documents. You can find the instructions as follows:

Software User's Guide

- *Scanning*
- *ControlCenter*
- *Network Scanning*

ScanSoft™ PaperPort™12SE with OCR**How-to-Guides****(Windows® users)**

- The complete ScanSoft™ PaperPort™12SE with OCR How-to-Guides can be viewed from the Help selection in the ScanSoft™ PaperPort™12SE application.
(Windows® 2000 users need to download and install PaperPort™11SE from the Web site.)

**Presto! PageManager User's Guide
(Macintosh users)****Note**

Presto! PageManager is available as a download from
[http://nj.newsoft.com.tw/download/
brother/PM9SEInstaller_BR_multilang.dmg](http://nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang.dmg)

- The complete Presto! PageManager User's Guide can be viewed from the Help selection in the Presto! PageManager application.

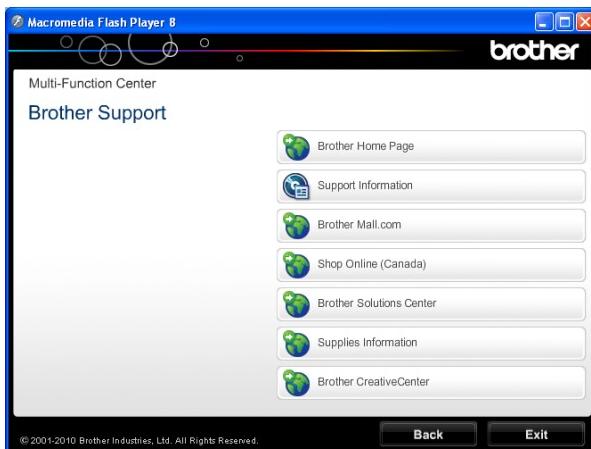
How to find Network setup instructions

Your machine can be connected to a wireless or wired network. You can find basic setup instructions in the Quick Setup Guide. If your wireless access point or router supports Wi-Fi Protected Setup or AOSS™, you can also follow the steps in the Quick Setup Guide. For more information about network setup, please see the *Network User's Guide* on the Documentation CD-ROM.

Accessing Brother Support (Windows®)

You can find all the contacts you will need, such as Web support (Brother Solutions Center), Customer Service and Brother Authorized Service Centers in *Brother numbers* on page i and on the Installation CD-ROM.

- Click **Brother Support** on the **Top Menu**.
The following screen will appear:



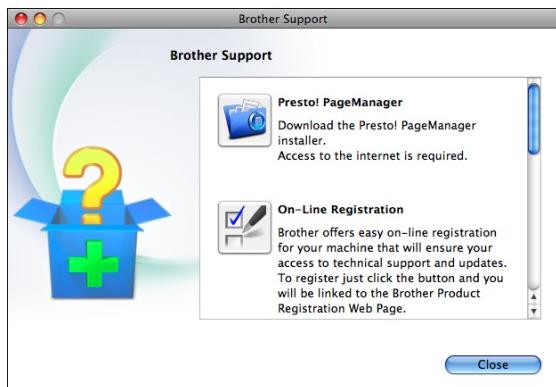
- To visit our Web site for genuine Brother Supplies (<http://www.brother.com/original/>), click **Supplies Information**.
- To access the Brother CreativeCenter (<http://www.brother.com/creativecenter/>) for FREE photo projects and printable downloads, click **Brother CreativeCenter**.
- To return to the **Top Menu**, click **Back** or if you are finished, click **Exit**.

- To access our Web site (<http://www.brother.com/>), click **Brother Home Page**.
- To view all Brother Numbers, including Customer Service numbers for the USA and Canada, click **Support Information**.
- To access the USA Brother online shopping mall (<http://www.brothermall.com/>) for additional product and services information, click **Brother Mall.com**.
- To access Canada's Brother online shopping mall (<http://www.brother.ca/>) for additional product and services information, click **Shop Online (Canada)**.
- For the latest news and product support information (<http://solutions.brother.com/>), click **Brother Solutions Center**.

Accessing Brother Support (Macintosh)

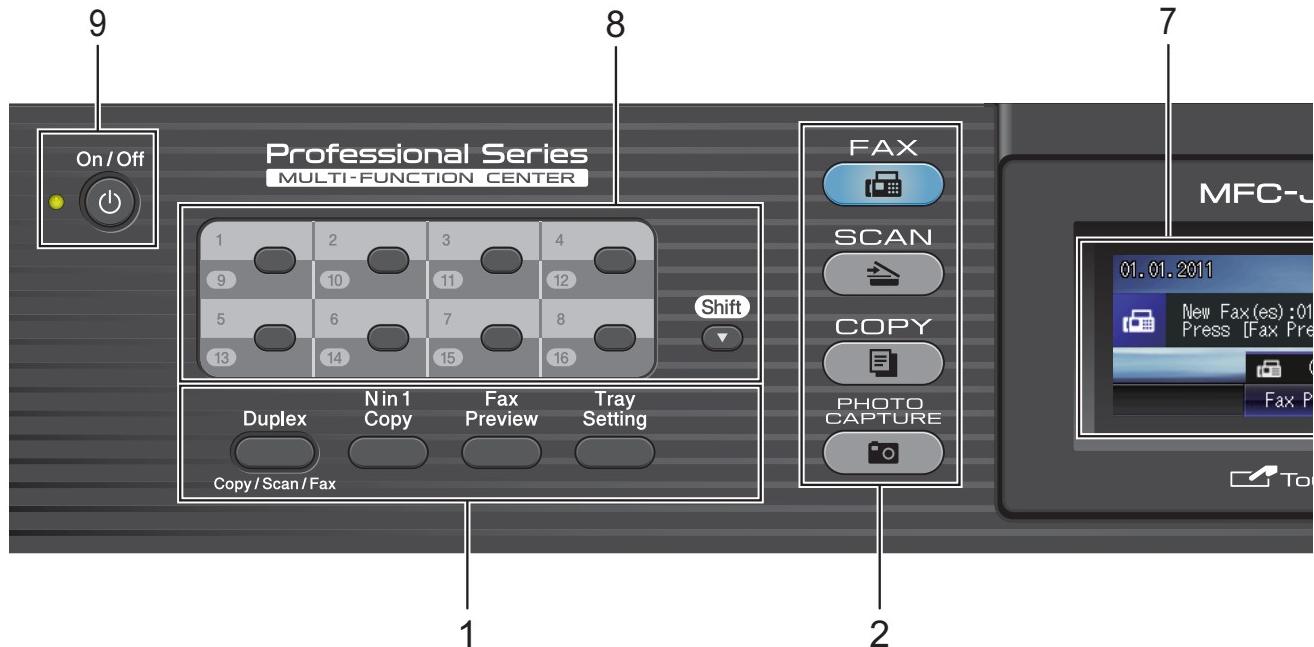
You can find all the contacts you will need, such as Web support (Brother Solutions Center) on the Installation CD-ROM.

- Double-click the **Brother Support** icon.
The following screen will appear:



- To download and install Presto! PageManager, click **Presto! PageManager**.
- To register your machine from the Brother Product Register Page (<http://www.brother.com/registration/>), click **On-Line Registration**.
- For the latest news and product support information (<http://solutions.brother.com/>), click **Brother Solutions Center**.
- To visit our Web site for genuine Brother Supplies (<http://www.brother.com/original/>), click **Supplies Information**.

Control panel overview



1 Fax and Copy keys:

■ Duplex

Press this key to copy, scan or fax both sides of the paper.

■ N in 1 Copy

Press this key to make N in 1 or Poster copies.

■ Fax Preview

Lets you preview incoming faxes on the LCD.

■ Tray Setting

Press this key to choose the tray you want to use for printing.

2 Mode keys:

■ **FAX**

Lets you access FAX mode.

■ **SCAN**

Lets you access SCAN mode.

■ **COPY**

Lets you access COPY mode.

■ **PHOTO CAPTURE**

Lets you access PHOTO CAPTURE mode.

3 Dial Pad

Use these keys to dial telephone and fax numbers and as a keyboard for entering information into the machine.

This function transfers to the touchscreen when you store quick dial numbers.

(Canada only) The # key lets you temporarily switch the dialing mode during a telephone call from Pulse to Tone.

4 Telephone keys:

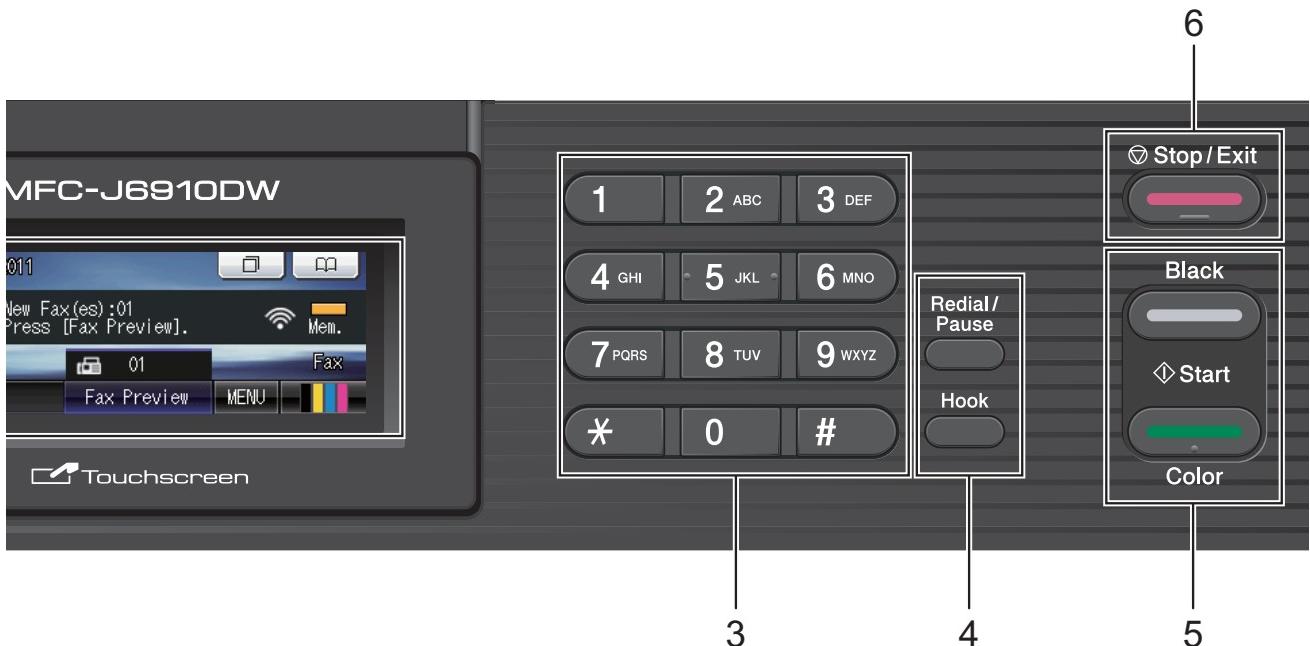
■ Redial/Pause

Redials the last 30 numbers called. It also inserts a pause when dialing numbers.

■ Hook

Press before dialing when you want to listen to make sure a fax machine has answered, and then press **Black Start** or **Color Start**.

Also, press this key after picking up the handset of the external telephone during the F/T pseudo/double-ring.



5 Start keys:

■ Black Start

Lets you start sending faxes or making copies in black & white. Also lets you start a scanning operation (in color or black & white depending on the scan setting in the ControlCenter software).

■ Color Start

Lets you start sending faxes or making copies in full color. Also lets you start a scanning operation (in color or black & white, depending on the scan setting in the ControlCenter software).

6 Stop/Exit

Stops an operation or exits the menu.

7 LCD (Liquid Crystal Display)

This is a Touchscreen LCD. You can access the menus and options by pressing buttons displayed on the screen.

Also, you can adjust the angle of the LCD screen by lifting it.

8 One Touch keys

These 8 keys give you instant access to 16 previously stored numbers.

Shift

To access One Touch numbers 9 to 16, hold down **Shift** as you press the One Touch key.

9 On/Off

You can turn the machine on and off.

Press **On/Off** to turn the machine on.

Press and hold down **On/Off** to turn the machine off. The LCD will show

Shutting Down and will stay on for a few seconds before going off.

If you have connected an external telephone or TAD, it is always available.

If you turn the machine off, it will still periodically clean the print head to maintain print quality. To prolong print head life, provide the best ink cartridge economy, and maintain print quality, you should keep your machine connected to the power at all times.

LCD Touchscreen

The LCD shows the current machine status when the machine is idle.



1 Faxes in memory

Shows how many received faxes are in the memory.

2 Fax Preview

Lets you preview received faxes.

3 MENU

Lets you access the main menu.

4 Ink indicator

Lets you see the available ink volume.

Also, lets you access the Ink menu.

5 Current Receive Mode

Lets you see the current Receive Mode.

- Fax (Fax Only)
- F/T (Fax/Tel)
- TAD (External TAD)
- Mnl (Manual)



Note

When the Distinctive Ring feature is turned on, the LCD shows D/R. For details, see *Distinctive Ring* on page 43.

6 Memory Status

Lets you see the available memory in the machine.

7 Phone Book



Lets you set up your phone book of One Touch, Speed Dial and Group numbers. Also, you can search the phone book for the number you want to dial.

8 Wireless Status

A four-level indicator shows the current wireless signal strength if you are using a wireless connection.



9 Call History



Lets you view a list of outgoing calls and the Caller ID history.

Also, lets you fax the number you have chosen from the lists.

10 New Fax

When Fax Preview is set to On, you can see how many new faxes you have received.

The warning icon appears when there is an error or maintenance message. For details, see *Error and Maintenance messages* on page 71.



Note

If you receive a fax containing multiple paper sizes (for example, a Letter size page and a Ledger size page), the machine may create and store a file for each paper size. The LCD may show that more than one fax job has been received.

Basic Operations

To operate the Touchscreen use your finger to press the **MENU** or option button directly on the Touchscreen. To display and access all the screen menus or options in a setting, press **◀▶** or **▲▼** to scroll through them.

! IMPORTANT

DO NOT press the Touchscreen with a sharp object, such as a pen or stylus. It may damage the machine.

The following steps show how to change a setting in the machine. In this example the Receive Mode setting is changed from Fax Only to Fax/Tel.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display Initial Setup.



- 3 Press Initial Setup.
- 4 Press **▲** or **▼** to display Receive Mode.



- 5 Press **Receive Mode**.

- 6 Press **Fax/Tel**.



Note

Press to go back to the previous level.

- 7 Press **Stop/Exit**.

2

Loading paper

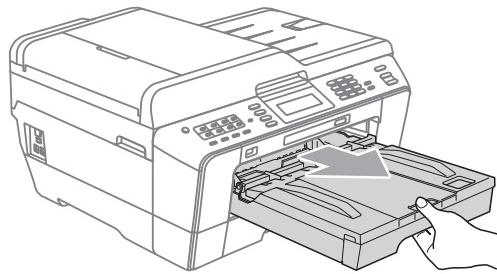
Loading paper and other print media



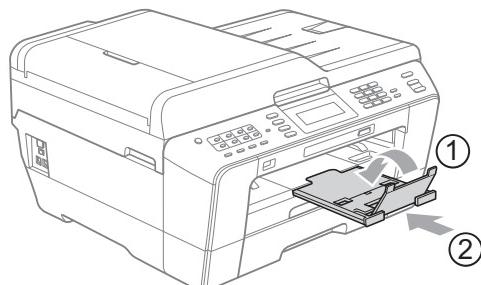
For Tray #2, see *Loading paper in paper tray #2* on page 13.

Loading paper in paper tray #1

- 1 Pull the paper tray completely out of the machine.

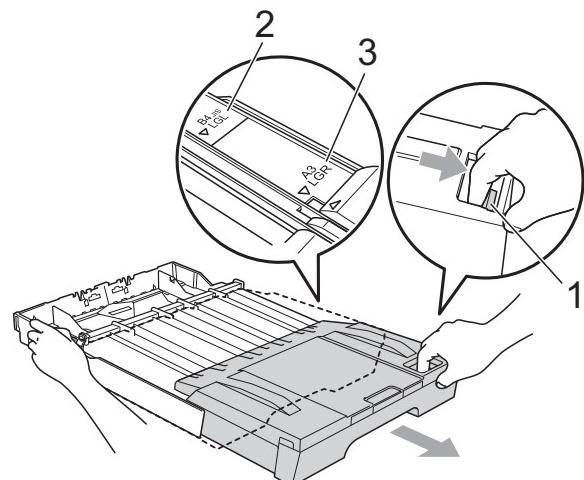


If the paper support flap (1) is open, close it, and then close the paper support (2).



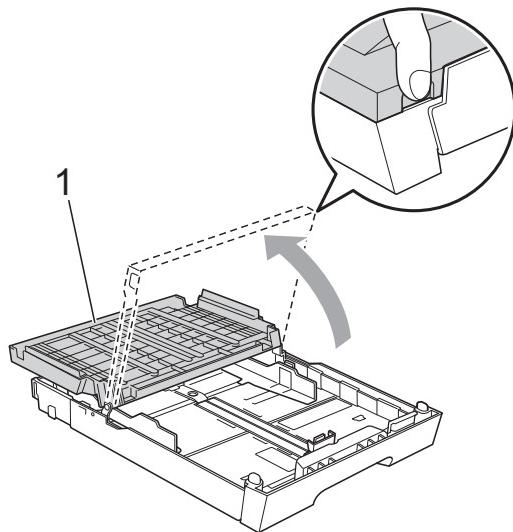
Note

- When you are using Legal, Ledger or A3 size paper, press the universal guide release button (1) as you slide out the front of the paper tray. Make sure that when using Legal or Ledger or A3 size paper, the triangular mark on the output paper tray cover is aligned with the line indicating Legal (2) or Ledger or A3 (3) size, as shown in the illustration.

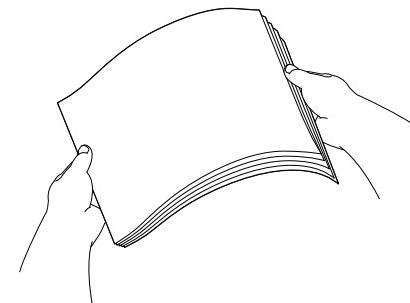


- If you are using A5 or smaller size paper, make sure that the paper tray is not extended.
- When you load a different paper size in a tray, you will need to change the paper size setting in the machine at the same time. (See *Paper Size and Type* on page 22.)

- 2 Open the output paper tray cover (1).



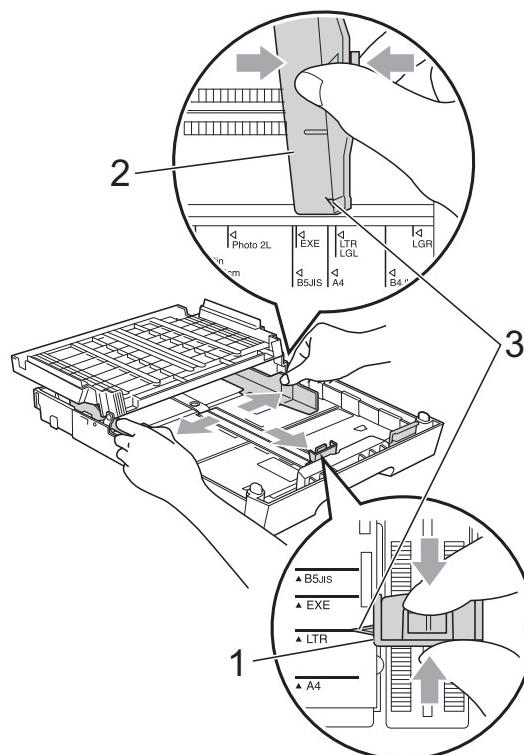
- 4 Fan the stack of paper well to avoid paper jams and misfeeds.



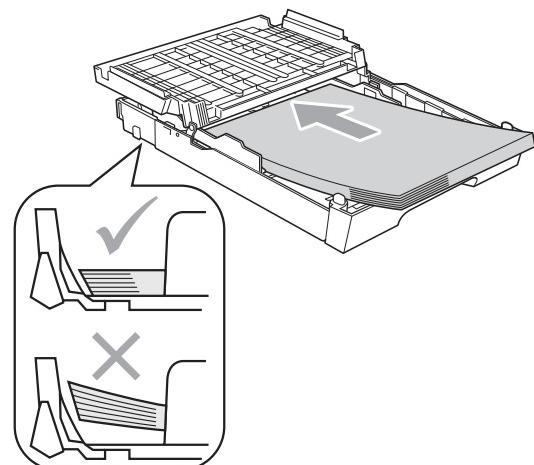
2

- 3 With both hands, gently press and slide the paper length guide (1) and then the paper side guides (2) to fit the paper size.

Make sure that the triangular marks (3) on the paper length guide (1) and paper side guides (2) line up with the mark for the paper size you are using.



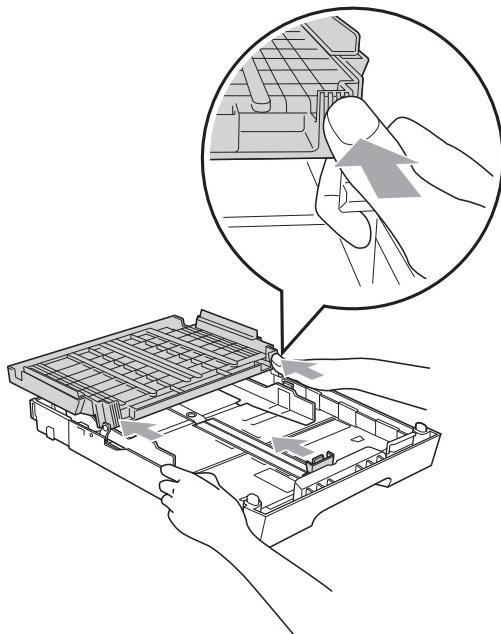
- 5 Gently put the paper into the paper tray print side down and top edge in first. Check that the paper is flat in the tray.



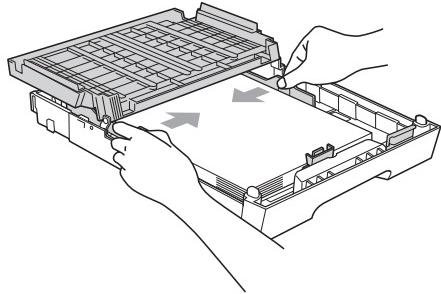


Note

When you put Photo L size into the paper tray, you need to release the hinges on both sides of the output paper tray cover, and push the cover over. And then slide the paper length guide.



- 6 Gently adjust the paper side guides to fit the paper with both hands. Make sure the paper side guides touch the sides of the paper.

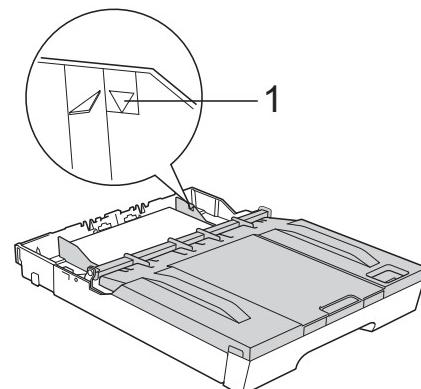


Note

Be careful not to push the paper in too far; it may lift at the back of the tray and cause feed problems.

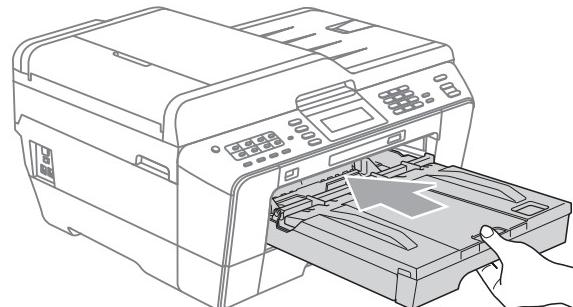
7

Close the output paper tray cover. Check that the paper is flat in the tray and below the maximum paper mark (1). Overfilling the paper tray may cause paper jams.



8

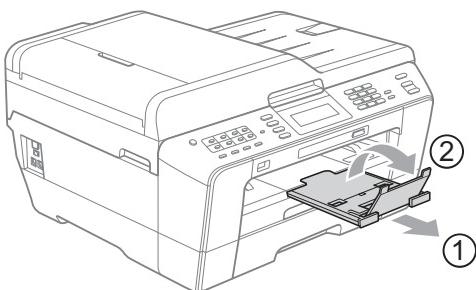
Slowly push the paper tray completely into the machine.



WARNING

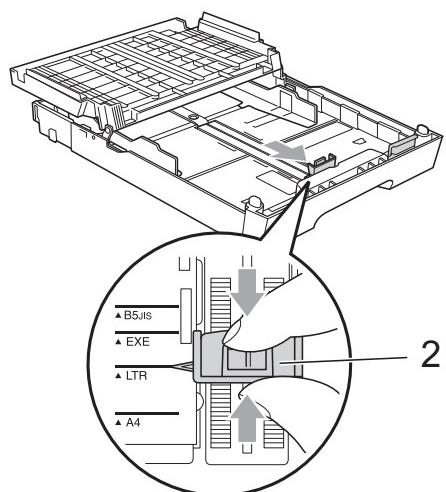
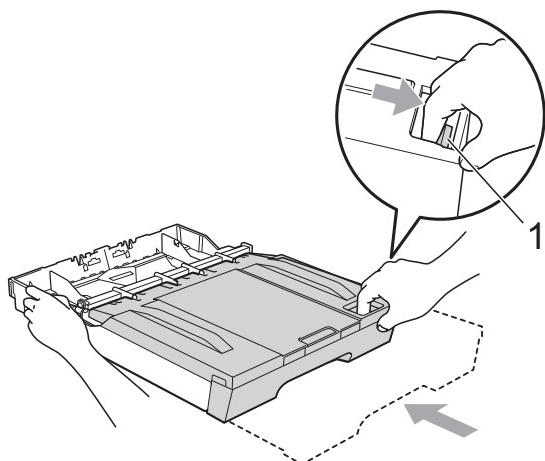
DO NOT push Tray #1 into the machine too quickly. Doing this may cause injury to your hand by trapping it between Tray #1 and Tray #2. Please push Tray #1 in slowly.

- 9 While holding the paper tray in place, pull out the paper support (1) until it clicks, and then unfold the paper support flap (2).



Note

Before you shorten Tray #1, take the paper out of the tray. Then shorten the tray by pressing the universal guide release button (1). Adjust the paper length guide (2) to fit the paper size you are going to use. Then put the paper in the tray.



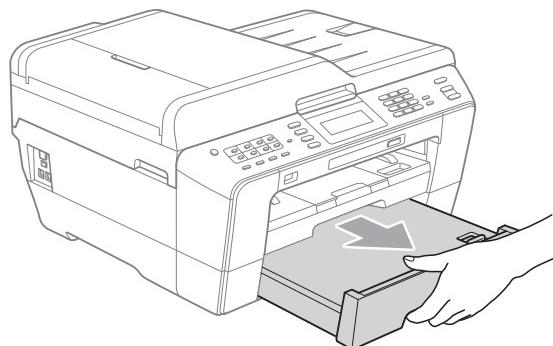
Loading paper in paper tray #2

2

Note

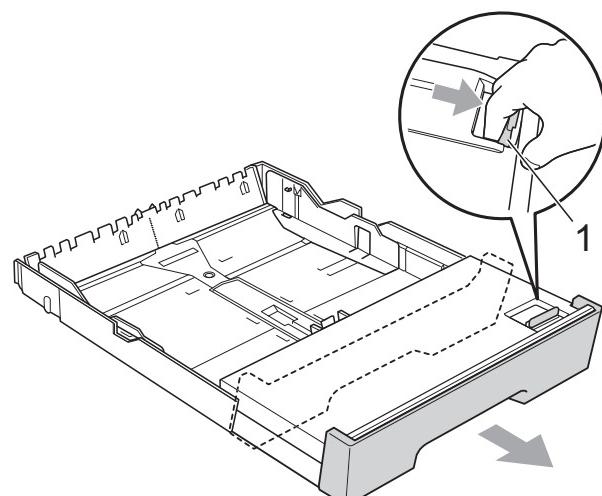
- You can only use plain paper sizes Ledger, Letter, Legal, Executive, A3 or A4 in Tray #2.
- When you use the Borderless printing feature paper must be fed from Tray #1.

- 1 Pull the paper tray completely out of the machine.

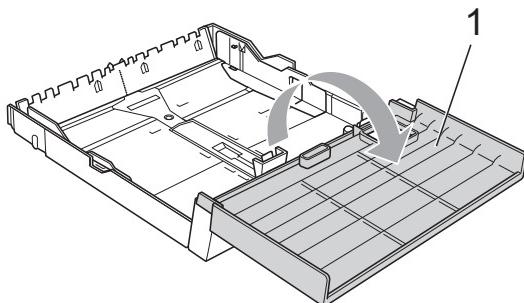


Note

- If you are using Ledger, Legal or A3 size paper, press the universal guide release button (1) as you slide out the front of the paper tray until it clicks.
- You can check if the length of the tray is adjusted properly by opening the paper tray cover.

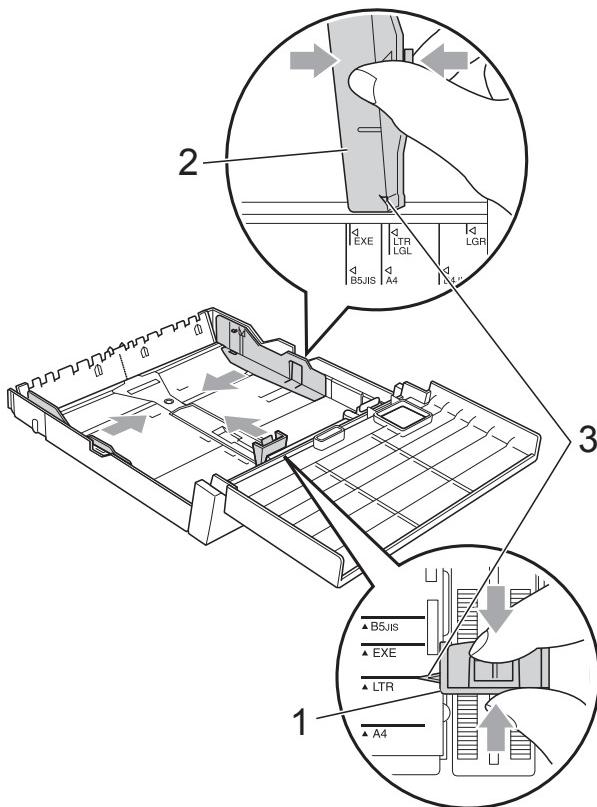


- 2 Open the paper tray cover (1).



- 3 Using both hands, gently press and slide the paper length guide (1) and then the paper side guides (2) to fit the paper size.

Make sure that the triangular marks (3) on the paper length guide (1) and paper side guides (2) line up with the marks for the paper size you are using.



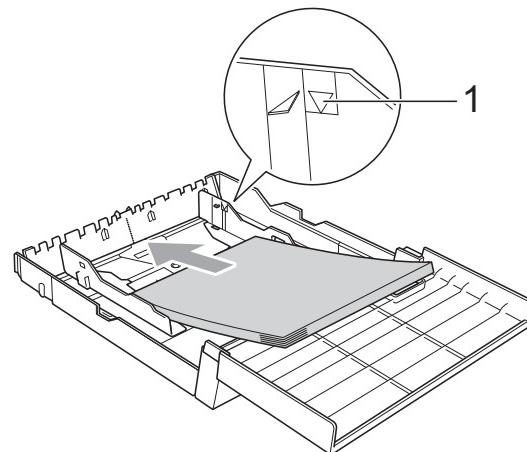
- 4 Fan the stack of paper well to avoid paper jams and misfeeds.



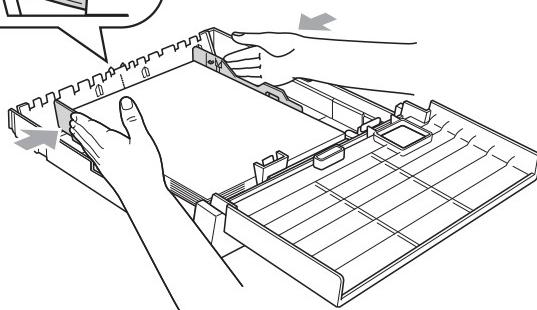
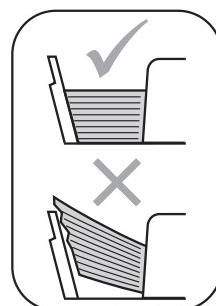
Note

Always make sure that the paper is not curled.

- 5 Gently put the paper into the paper tray print side down and top edge in first. Check that the paper is flat in the tray and below the maximum paper mark (1). Overfilling the paper tray may cause paper jams.



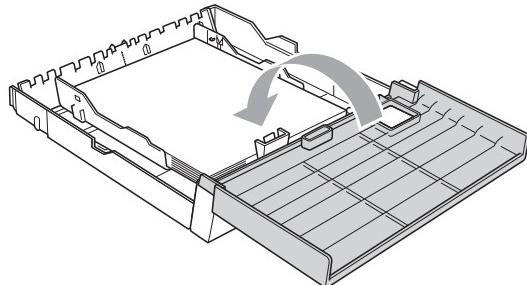
- 6 Using both hands, gently adjust the paper side guides so they touch the sides of the paper stack.



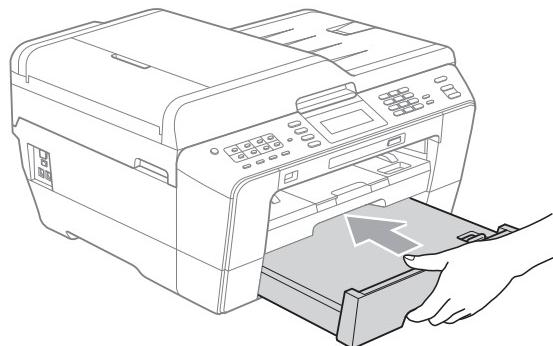
**Note**

Be careful not to push the paper in too far; it may lift at the back of the tray and cause feed problems.

- 7** Close the paper tray cover.



- 8** Slowly push the paper tray back into the machine.



- 9** Do one of the following:

- If you are using Ledger, Legal or A3 size paper, go to step **10**.

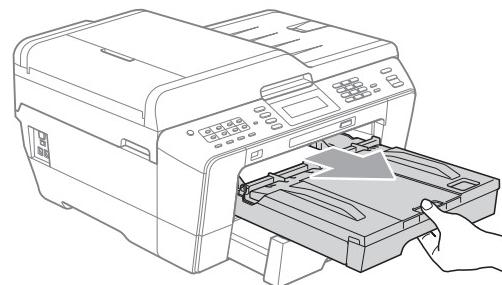
**Note**

When you are using large size paper in Tray #2, you may need to extend Tray #1 out over Tray #2 to prevent printed pages from falling off the output tray.

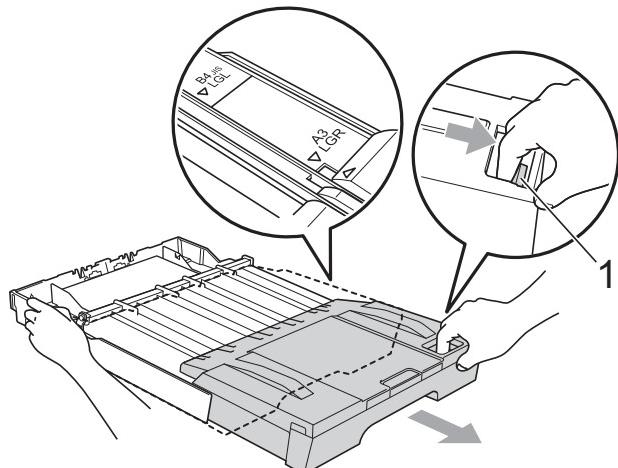
- If you are using Letter, Executive or A4 size paper, go to step **13**.

10

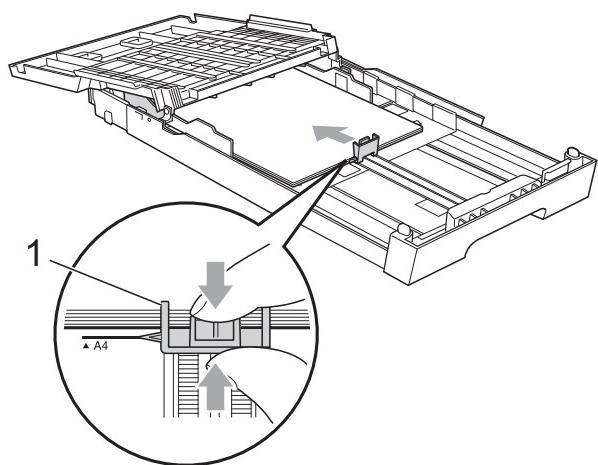
Pull tray #1 out of the machine. Press the universal guide release button (1) as you slide out the front of the paper tray.



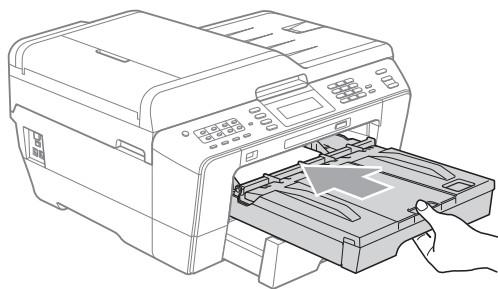
2

**11**

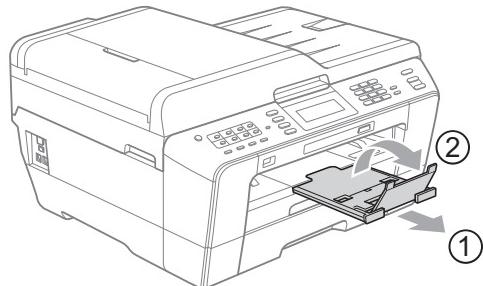
Open the output paper tray cover and adjust the paper length guide (1) for the paper.



- 12 Close the output paper tray cover and *slowly* push the paper tray into the machine.

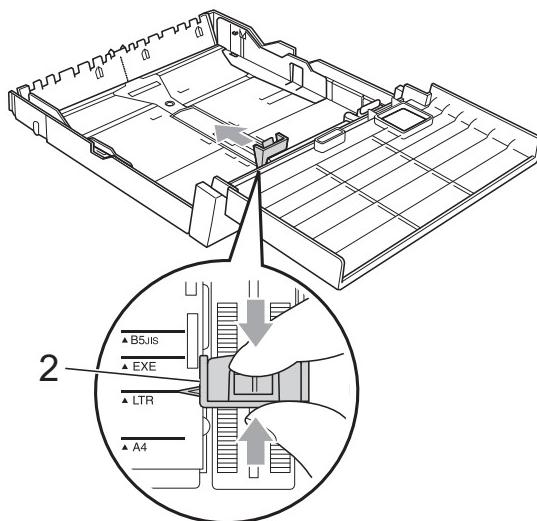
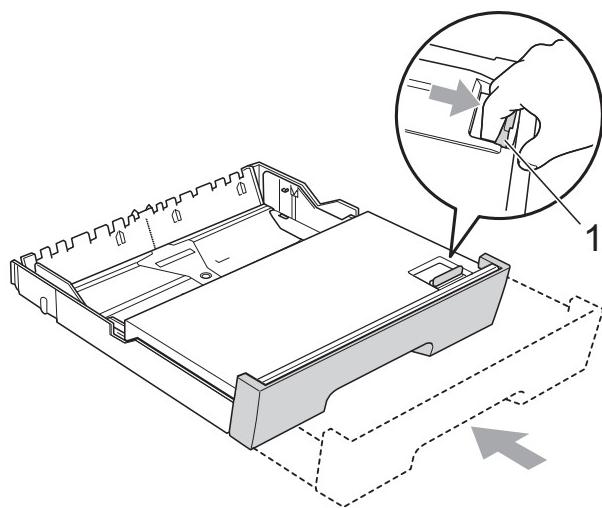


- 13 Pull out the paper support (1) until it clicks and unfold the paper support flap (2).



Note

If you are finished using Ledger, Legal or A3 size paper and want to use a smaller paper size, take the paper out of the tray. Then shorten the tray by pressing the universal guide release button (1). Adjust the paper length guide (2) to fit the paper size you are going to use. Then put the smaller paper into the tray.



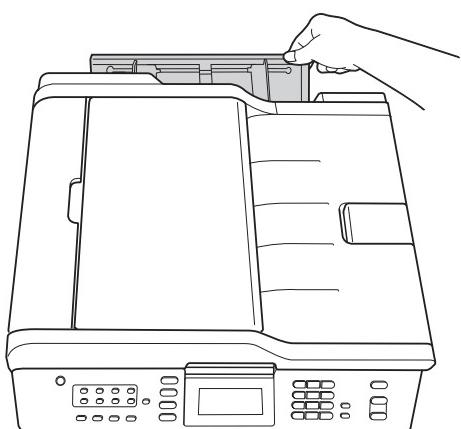
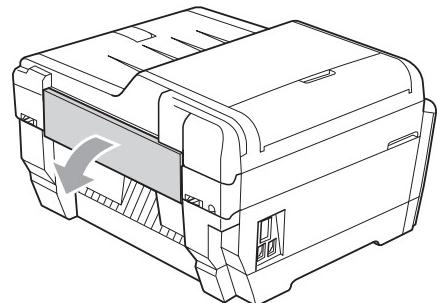
Loading paper in the manual feed slot

You can load special print media one at a time into this slot. Use the manual feed slot to print or copy on envelopes, labels or thicker paper.

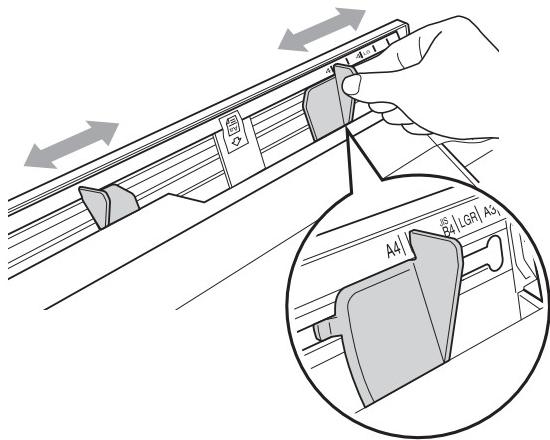


- The machine automatically turns on the Manual Feed mode when you put paper in the manual feed slot.
- When you use the Borderless printing feature paper must be fed from Tray #1.

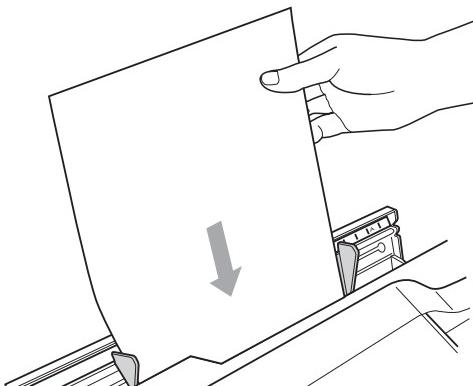
- Open the manual feed slot cover.



- Slide the manual feed slot paper guides to the width of the paper that you are going to use.



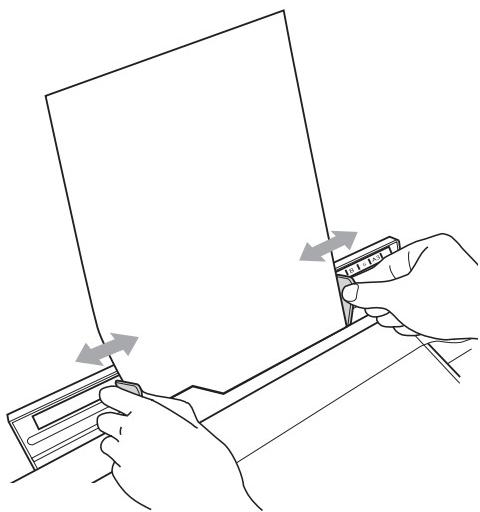
- Put *only* one sheet of paper in the manual feed slot with the side to be printed *face up*.



! IMPORTANT

- DO NOT put more than one sheet of paper in the manual feed slot at any one time. Doing this may cause a paper jam. Wait until the LCD shows
Put paper in Manual Feed Slot
Then Press Start before you feed the next sheet of paper in the manual feed slot.
- DO NOT put paper in the manual feed slot when you are printing from Tray #1 or Tray #2. Doing this may cause a paper jam.

- 4 Using both hands gently adjust the manual feed slot paper guides to fit the paper.

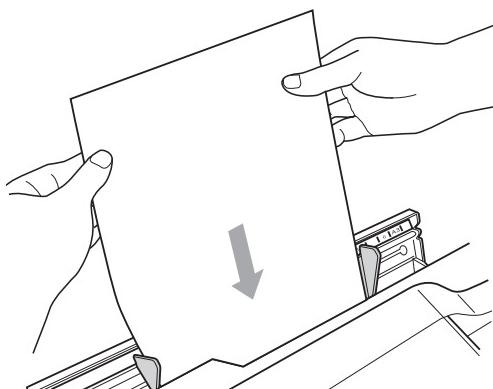


Note

- DO NOT press the paper guides too tightly against the paper. Doing this may cause the paper to fold.
- Place the paper in the center of the manual feed slot between the paper guides. If the paper is not centered, pull it out and insert it again at the center position.

- 5 Using both hands, put one sheet of paper in the manual feed slot until the front edge touches the paper feed roller and the machine beeps. Let go of the paper when you feel the machine feed the paper in a short distance. The LCD will show

Manual Feed Slot ready.



Note

When loading an envelope, or a sheet of thick paper, push the envelope into the manual feed slot until you feel it grab the envelope.

- 6 If the data does not fit on one page, the LCD will prompt you to load another page. Place another sheet of paper in the manual feed slot, and then press **Black Start** or **Color Start**.

Note

- Make sure printing has finished before you close the manual feed slot.
- When paper is placed in the manual feed slot, the machine always prints from the manual feed slot.
- Paper inserted in the manual feed slot while a test page, fax or report is being printed will be ejected.
- During the machine's cleaning process, paper you place in the manual feed slot will be ejected. Wait until the machine finishes its cleaning, and then put the paper into the manual feed slot again.

Loading envelopes and postcards

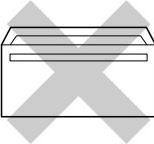
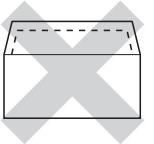
About envelopes

- Use envelopes that weigh from 20 to 25 lb (80 to 95 g/m²).
- Some envelopes need margin settings to be set in the application. Make sure you do a test print first before printing many envelopes.

! IMPORTANT

DO NOT use any of the following types of envelopes, as they will cause paper feed problems:

- That are of a baggy construction.
- That have windows.
- That are embossed (have raised writing on them).
- That have clasps or staples.
- That are pre-printed on the inside.

| Glue | Double flaps |
|---|---|
|  |  |

Occasionally you may experience paper feed problems caused by the thickness, size and flap shape of the envelopes you are using.

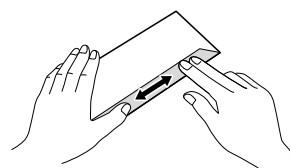
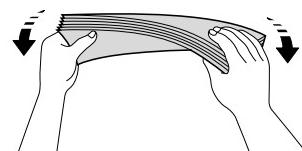
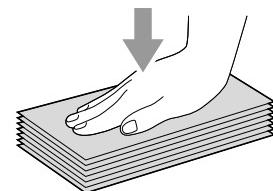
Loading envelopes and postcards

- 1 Before loading, press the corners and sides of envelopes or postcards to make them as flat as possible.

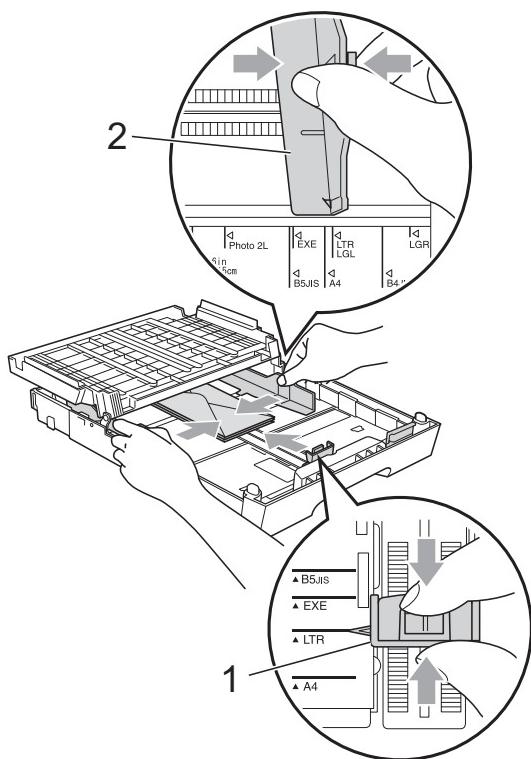
! IMPORTANT

If envelopes or postcards are “double-feeding,” put one envelope or postcard in the paper tray at a time.

2

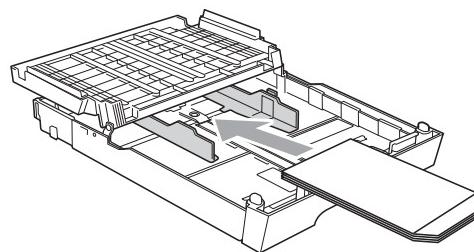


- 2 Put envelopes or postcards in the paper tray with the address side down and the leading edge in first as shown in the illustration. Using both hands, gently press and slide the paper length guide (1) and paper side guides (2) to fit the size of the envelopes or postcards.



If you have problems when printing on envelopes, try the following suggestions:

- 1 Open the envelope flap.
- 2 Make sure the open flap is to the back edge of the envelope when printing.

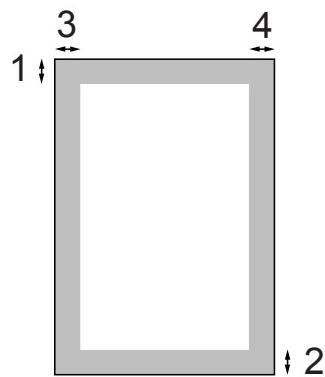


- 3 Adjust the size and margin in your application.

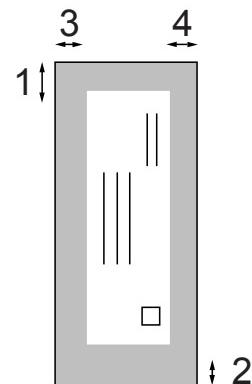
Printable area

The printable area depends on the settings in the application you are using. The figures below show the unprintable areas on cut-sheet paper and envelopes. The machine can print in the shaded areas of cut-sheet paper only when the Borderless print feature is available and turned on. (See *Printing for Windows®* or *Printing and Faxing for Macintosh* in the *Software User's Guide*.)

Cut-Sheet Paper



Envelopes



| | Top (1) | Bottom (2) | Left (3) | Right (4) |
|---|-------------------------------|-------------------|-----------------|------------------|
| Cut-Sheet | 0.12 in. (3 mm) | 0.12 in. (3 mm) | 0.12 in. (3 mm) | 0.12 in. (3 mm) |
| Cut-Sheet (Duplex print when using Ledger or A3 size) | 0.87 in. (22 mm) | 0.87 in. (22 mm) | 0.12 in. (3 mm) | 0.12 in. (3 mm) |
| Envelopes | 0.87 in. (22 mm) ¹ | 0.87 in. (22 mm) | 0.12 in. (3 mm) | 0.12 in. (3 mm) |

¹ The top margin of Y4 envelopes is 0.47 in. (12 mm).

Note

- The Borderless feature is not available for envelopes and duplex printing.
- When you use the Borderless printing feature paper must be fed from Tray #1.

Paper settings

Paper Size and Type

To get the best print quality, set the machine for the type of paper you are using.

You can use eight sizes of paper for printing copies: Letter, Legal, Ledger, A4, A5, A3, Executive and 4 × 6 in. (10 × 15 cm) and five sizes for printing faxes: Ledger, Letter, Legal, A3 or A4. When you load a different size of paper in the machine, you will need to change the paper size setting at the same time so your machine can fit an incoming fax on the page.

- 1** Press **Tray Setting**.
- 2** Press the displayed paper size or paper type for **Tray#1**, or press the displayed paper size for **Tray#2**.
- 3** Do one of the following:
 - If you chose the paper size for **Tray#1**, press ▲ or ▼ to display the paper size options, and press **Letter**, **Legal**, **Ledger**, **A4**, **A5**, **A3**, **EXE** or **4"×6"**.
 - If you chose the paper type for **Tray#1**, press **Plain Paper**, **Inkjet Paper**, **Brother BP71**, **Brother BP61**, **Other Glossy** or **Transparency**.
 - If you chose **Tray#2**, press **Letter**, **Legal**, **Ledger**, **A4**, **A3** or **EXE**.
- 4** Press **Stop/Exit**.

Note

- You can only use plain paper in **Tray#2**.
- The machine ejects paper with the printed surface face up onto the paper tray in the front of the machine. When you use transparencies or glossy paper, remove each sheet at once to prevent smudging or paper jams.

Tray use in COPY mode

You can change the default tray the machine will use for copies.

Auto Select will allow your machine to feed paper from either **Tray #1** or **Tray #2**, using the paper type and size settings from the **COPY** key menu.

To change the default setting, follow the instructions below:

- 1** Press **Tray Setting**.
- 2** Press ▲ or ▼ on the Touchscreen to display **Tray Use:Copy**.
- 3** Press **Tray Use:Copy**.
- 4** Press **Tray#1**, **Tray#2** or **Auto Select**.
- 5** Press **Stop/Exit**.



Note

You can temporarily change the paper size and tray selection for the next copy by using the **COPY** mode key. (See **Paper Size** on page 55 and **Tray Select** on page 56.)

Tray use in FAX mode

You can change the default tray the machine will use for printing received faxes.

Auto Select will allow your machine to take paper from Tray #1 first, or from Tray #2 if:

- Tray #2 is set to a different paper size that is more suitable for the received faxes.
- Both trays are using the same size paper and Tray #1 is not set to use plain paper.

- 1** Press **Tray Setting**.
- 2** Press **▲** or **▼** on the Touchscreen to display **Tray Use:Fax**.
- 3** Press **Tray Use:Fax**.
- 4** Press **Tray#1, Tray#2 or Auto Select**.
- 5** Press **Stop/Exit**.

Secure Paper Feed mode for Ledger size Short Grain Paper

If your printed pages are smudged when using Ledger paper, your paper may be short grain paper. Choose LGR - Short Grain and set it to On to avoid this problem.

- 1** Press **MENU**.
- 2** Press **▲** or **▼** to display **General Setup**.
- 3** Press **General Setup**.
- 4** Press **▲** or **▼** to display **LGR - Short Grain**.
- 5** Press **LGR - Short Grain**.
- 6** Press **On**.
- 7** Press **Stop/Exit**.



Note

- If you are not sure about the type of paper you are using, consult the paper packaging or paper manufacturer for paper specifications.
- Printing will be slower when using the **LGR - Short Grain** setting.

Acceptable paper and other print media

The print quality can be affected by the type of paper you use in the machine.

To get the best print quality for the settings you have chosen, always set the Paper Type to match the type of paper you load.

You can use plain paper, inkjet paper (coated paper), glossy paper, transparencies and envelopes.

We recommend testing various paper types before buying large quantities.

For best results, use Brother paper.

- When you print on inkjet paper (coated paper), transparencies and glossy paper, be sure to choose the proper print media in the **Basic** tab of the printer driver or in the Paper Type setting of the machine's menu. (See *Paper Size and Type* on page 22.)
- When you print on Brother Photo paper, load one extra sheet of the same photo paper in the paper tray. An extra sheet has been included in the paper package for this purpose.
- When you use transparencies or photo paper, remove each sheet at once to prevent smudging or paper jams.
- Avoid touching the printed surface of the paper immediately after printing; the surface may not be completely dry and may stain your fingers.

Recommended print media

To get the best print quality, we suggest using Brother paper. (See the table below.)

We recommend using "3M Transparency Film" when you print on transparencies.

Brother paper

| Paper Type | Item |
|---------------------------|----------------------|
| Premium Plus Glossy Photo | |
| ■ Ledger | BP71GLGR |
| ■ Letter | BP71GLTR |
| ■ 4" × 6" | BP71GP |
| Premium Glossy Photo | |
| ■ Letter | BP61GLL (USA only) |
| ■ 4" × 6" | BP61GLP (USA only) |
| Matte Inkjet (Letter) | BP60ML (USA only) |
| Plain Inkjet | |
| ■ Ledger | BP60PLGR (USA only) |
| ■ Letter | BP60PL100 (USA only) |

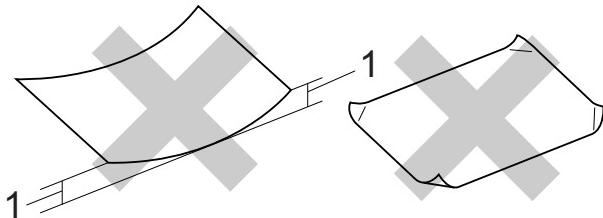
Handling and using print media

- Store paper in its original packaging and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.
- Avoid touching the shiny (coated) side of photo paper. Load photo paper with the shiny side facing down.
- Avoid touching either side of transparencies because they absorb water and perspiration easily, and this may cause decreased output quality. Transparencies designed for laser printers/copiers may stain your next document. Use only transparencies recommended for inkjet printing.

! IMPORTANT

DO NOT use the following kinds of paper:

- Damaged, curled, wrinkled, or irregularly shaped



1 0.08 in. (2 mm) or greater curl may cause jams to occur.

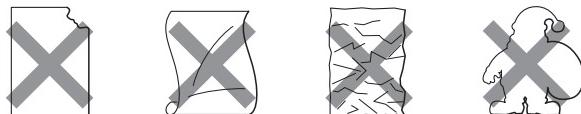
- Extremely shiny or highly textured
- Paper that cannot be arranged uniformly when stacked
- Paper made with a short grain

Labels

Labels should be arranged so that they cover the entire length and width of the sheet. Using labels with spaces may result in labels peeling off and causing serious jams or print problems.

Types of labels to avoid

Do not use labels that are damaged, curled, wrinkled or an unusual shape.



! IMPORTANT

- Avoid feeding labels with the carrier sheet exposed because your machine will be damaged.
- DO NOT reuse or insert labels that have previously been used or are missing few labels on the sheet.

Paper capacity of the output paper tray cover

Up to 50 sheets of Letter, Legal or A4 20 lb (80 g/m²) paper.

- Transparencies and photo paper must be picked up from the output paper tray cover one page at a time to avoid smudging.

Choosing the right print media

Paper type and size for each operation

| Paper Type | Paper Size | Usage | | | | |
|---------------------|---------------------|-----------------------------------|------|---------------|--------------|--------------|
| | | Fax | Copy | Photo Capture | Printer | |
| Cut-Sheet | Ledger | 11 × 17 in. (279.4 × 431.8 mm) | Yes | Yes | Yes | Yes |
| | Letter | 8 1/2 × 11 in. (215.9 × 279.4 mm) | Yes | Yes | Yes | Yes |
| | A3 | 11.7 × 16.5 in. (297 × 420 mm) | Yes | Yes | Yes | Yes |
| | A4 | 8.3 × 11.7 in. (210 × 297 mm) | Yes | Yes | Yes | Yes |
| | Legal | 8 1/2 × 14 in. (215.9 × 355.6 mm) | Yes | Yes | – | Yes |
| | Executive | 7 1/4 × 10 1/2 in. (184 × 267 mm) | – | Yes | – | Yes |
| | JIS B4 | 10.1 × 14.3 in. (257 × 364 mm) | – | – | – | User Defined |
| | JIS B5 | 7.2 × 10.1 in. (182 × 257 mm) | – | – | – | User Defined |
| | A5 | 5.8 × 8.3 in. (148 × 210 mm) | – | Yes | – | Yes |
| Cards | Photo | 4 × 6 in. (10 × 15 cm) | – | Yes | Yes | Yes |
| | Photo L | 3 1/2 × 5 in. (89 × 127 mm) | – | – | – | Yes |
| | Photo 2L | 5 × 7 in. (13 × 18 cm) | – | – | Yes | Yes |
| | Index Card | 5 × 8 in. (127 × 203 mm) | – | – | – | Yes |
| | Postcard 1 | 3.9 × 5.8 in. (100 × 148 mm) | – | – | – | User Defined |
| | Postcard 2 (Double) | 5.8 × 7.9 in. (148 × 200 mm) | – | – | – | User Defined |
| Envelopes | C5 Envelope | 6.4 × 9 in. (162 × 229 mm) | – | – | – | Yes |
| | DL Envelope | 4.3 × 8.7 in. (110 × 220 mm) | – | – | – | Yes |
| | COM-10 | 4 1/8 × 9 1/2 in. (105 × 241 mm) | – | – | – | Yes |
| | Monarch | 3 7/8 × 7 1/2 in. (98 × 191 mm) | – | – | – | Yes |
| | Y4 Envelope | 4.1 × 9.3 in. (105 × 235 mm) | – | – | – | Yes |
| Transparencies | Letter | 8 1/2 × 11 in. (215.9 × 279.4 mm) | – | Yes | – | Yes |
| | A4 | 8.3 × 11.7 in. (210 × 297 mm) | – | Yes | – | Yes |
| | Legal | 8 1/2 × 14 in. (215.9 × 355.6 mm) | – | Yes | – | Yes |
| | A5 | 5.8 × 8.3 in. (148 × 210 mm) | – | Yes | – | Yes |
| Labels ¹ | | – | – | – | User Defined | |

¹ Manual Feed Slot only

Paper capacity of the paper trays

| | Paper size | Paper types | No. of sheets |
|------------------|---|---|----------------------|
| Tray #1 | Letter, Ledger, A3, Legal, Executive, A4, A5, A6, JIS B4, JIS B5, Envelopes (commercial No.10, DL, C5, Monarch, Y4), Photo, Photo L, Photo 2L, Index Card, Postcard 1, Postcard 2 | Plain Paper | 250 ¹ |
| | | Inkjet Paper | 20 |
| | | Glossy Paper, Photo | 20 |
| | | Index Card, Postcard | 30 |
| | | Envelopes, Transparencies | 10 |
| Tray #2 | Letter, Ledger, A3, Legal, Executive, A4, JIS B4, JIS B5 | Plain Paper | 250 ¹ |
| Manual Feed Slot | Letter, Ledger, A3, Legal, Executive, A4, A5, A6, JIS B4, JIS B5, Envelopes (commercial No.10, DL, C5, Monarch, Y4), Photo, Photo L, Photo 2L, Index Card, Postcard 1, Postcard 2 | Plain Paper, Inkjet Paper, Glossy Paper, Envelopes, Transparencies and Labels | 1 |

¹ Up to 250 sheets of plain paper 20 lb (80 g/m²).

Paper weight and thickness

| Paper Type | | Weight | Thickness |
|-------------------|----------------------------|---|-------------------------------|
| Cut-Sheet | Plain Paper | 17 to 32 lb (64 to 120 g/m ²) | 3 to 6 mil (0.08 to 0.15 mm) |
| | (Tray #2) Plain Paper | 17 to 28 lb (64 to 105 g/m ²) | 3 to 6 mil (0.08 to 0.15 mm) |
| | Inkjet Paper | 17 to 53 lb (64 to 200 g/m ²) | 3 to 10 mil (0.08 to 0.25 mm) |
| | Glossy Paper ¹ | Up to 58 lb (Up to 220 g/m ²) | Up to 10 mil (Up to 0.25 mm) |
| Cards | Photo 4" × 6" ¹ | Up to 58 lb (Up to 220 g/m ²) | Up to 10 mil (Up to 0.25 mm) |
| | Index Card | Up to 32 lb (Up to 120 g/m ²) | Up to 6 mil (Up to 0.15 mm) |
| | Postcard 1 Postcard 2 | Up to 53 lb (Up to 200 g/m ²) | Up to 10 mil (Up to 0.25 mm) |
| Envelopes | | 20 to 25 lb (75 to 95 g/m ²) | Up to 20 mil (Up to 0.52 mm) |
| Transparencies | | — | — |
| Labels | | — | — |

¹ BP71 69 lb (260 g/m²) paper is especially designed for Brother inkjet machines.

3

Loading documents

How to load documents

You can send a fax, make copies, and scan from the ADF (automatic document feeder) and from the scanner glass.

Duplex (2-sided) documents can be faxed, copied, or scanned up to Legal size using the ADF.

Using the ADF

The ADF can hold up to 35 pages and feeds each sheet individually. Use standard 20 lb (80 g/m²) paper and always fan the pages before putting them in the ADF.

Document Sizes Supported

Recommended Paper: 20 lb LTR (80 g/m² A4)

| | |
|---------|---|
| Length: | 5.8 to 17 in. (148 to 431.8 mm) |
| Width: | 5.8 to 11.7 in. (148 to 297 mm) |
| Weight: | 17 to 24 lb (64 to 90 g/m ²) |

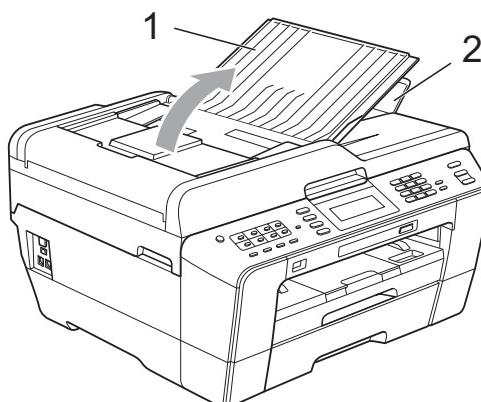
How to load documents

! IMPORTANT

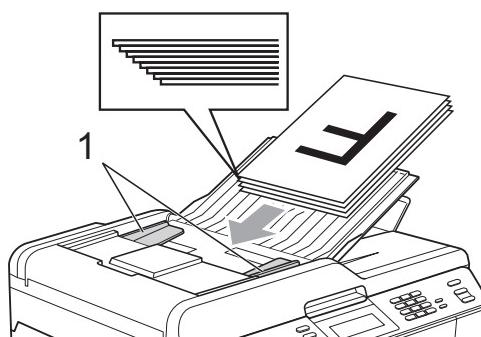
- DO NOT pull on the document while it is feeding.
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper clipped, pasted or taped.
- DO NOT use cardboard, newspaper or fabric.

Make sure documents with ink or correction fluid are completely dry.

- 1 Unfold the ADF Document Support (1) and the ADF Document Output Support Flap (2).



- 2 Fan the pages well.
- 3 Adjust the paper guides (1) to fit the width of your document.



- 4 Place your document, **face up, top edge first** in the ADF until the LCD shows **ADF Ready** and you feel it touch the feed rollers.

! IMPORTANT

DO NOT leave a thick document on the scanner glass. If you do this, the ADF may jam.

Using the scanner glass

You can use the scanner glass to fax, copy or scan pages of a book or one page at a time.

Document Sizes Supported

| | |
|---------|-------------------------|
| Length: | Up to 17 in. (431.8 mm) |
| Width: | Up to 11.7 in. (297 mm) |
| Weight: | Up to 4.4 lb (2 kg) |

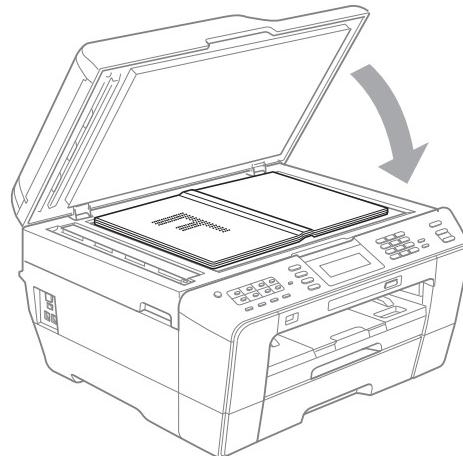
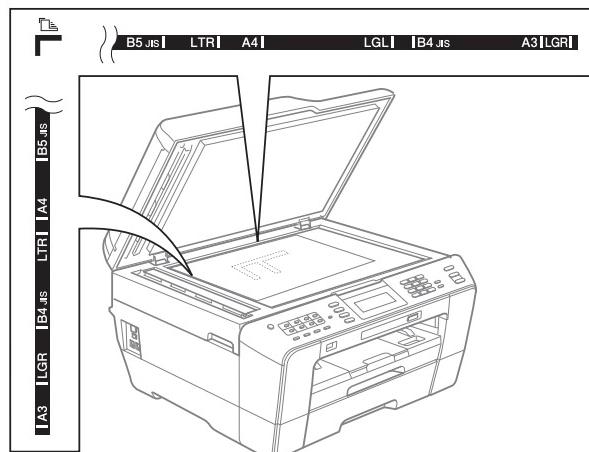
How to load documents



Note

To use the scanner glass, the ADF must be empty.

- 1 Lift the document cover.
- 2 Using the document guidelines on the left and top, place the document **face down** in the upper left corner of the scanner glass.



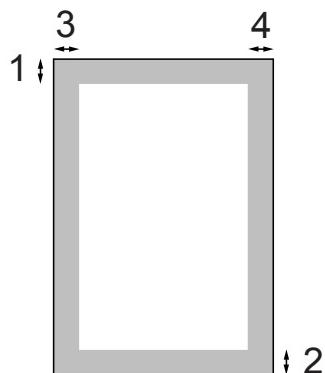
- 3 Close the document cover.

! IMPORTANT

If you are scanning a book or thick document, DO NOT slam the cover down or press on it.

Unscannable area

The scannable area depends on the settings in the application you are using. The figures below show unscannable areas.



| Usage | Document Size | Top (1) Bottom (2) | Left (3) Right (4) |
|-------|-----------------|-----------------------|---------------------------------|
| Fax | Ledger | 0.12 in. (3 mm) | 0.15 in. (3.7 mm) |
| | Letter | | 0.16 in. (4 mm) |
| | Legal | | 0.18 in. (4.5 mm) |
| | A3 | | 0.12 in. ¹ (3 mm) |
| | A4 | | 0.12 in. (3 mm) |
| Copy | All paper sizes | | 0.12 in. (3 mm) |
| Scan | | | |

¹ The unscannable area is 0.04 in (1 mm) when you use the ADF.

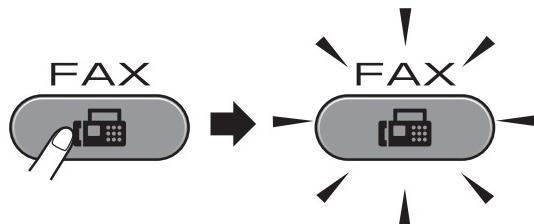
4

Sending a fax

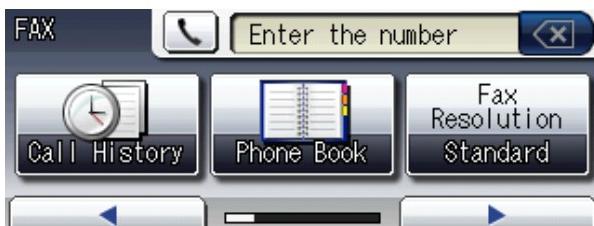
How to send a fax

The following steps show how to send a fax.

- 1 When the machine is idle, the date and time appear on the LCD. When you want to send a fax, or change fax send or receive settings, press the  (FAX) key to illuminate it in blue.



- The LCD shows:



2

Do one of the following to load your document:

- Place the document *face up* in the ADF. (See *Using the ADF* on page 28.)
- Load your document *face down* on the scanner glass. (See *Using the scanner glass* on page 29.)



Note

- To send color faxes with multiple pages use the ADF.
- If you send a black & white fax from the ADF while the memory is full, it will be sent in real time.
- You can use the scanner glass to fax pages of a book one at a time. The document can be up to Ledger or A3 size.
- Since you can only scan one page at a time, it is easier to use the ADF if you are sending a multiple-page document.

- 3 You can change the following fax sending settings. Press **FAX** and then press **◀** or **▶** to scroll through the fax settings. When the setting you want is displayed, press it and choose your option.

(Basic User's Guide)

For details changing the following fax sending settings, see pages 33 to 34.

- Glass ScanSize
- Color Fax Transmission
- Preview Outgoing Fax
- Transmission Verification Report (Setup)

(Advanced User's Guide)

For more advanced fax sending operations and settings, see Chapter 3 *Sending a fax in the Advanced User's Guide*:

- Contrast
- Fax Resolution
- Set New Defaults
- Factory Reset
- Duplex fax
- Faxing at End of Call
- Broadcasting
- Real Time TX
- Overseas Mode
- Delayed Fax
- Batch TX
- Canceling Waiting Jobs
- Polled Transmit

- 4 Enter the fax number.

Using the dial pad

Using the Phone Book

- Phone Book

Using call history

- Outgoing Call
- Caller ID hist.



Note

- You can preview a fax message before sending it by setting **Preview** to **On**. (See *How to preview an outgoing fax* on page 33.)
- If your network supports the LDAP protocol you can search for fax numbers and E-mail addresses on your server. (See *LDAP operation* in the *Network User's Guide*.)

- 5 Press **Black Start** or **Color Start**.

Faxing from the ADF

- The machine starts scanning and sending the document.

Faxing from the scanner glass

- If you pressed **Black Start**, the machine starts scanning the first page. Go to step 6.
- If you pressed **Color Start**, the LCD asks if you want to send a color fax. Press **Yes** to confirm. The machine starts sending the document.

- 6 When the LCD asks you **Next Page?**, do one of the following:

- To send a single page, press **No** (or press **Black Start** again).
The machine starts sending the document.
- To send more than one page, press **Yes** and go to step 7.

- 7 Place the next page on the scanner glass.

Press **Black Start**.

The machine starts scanning the page. (Repeat steps 6 and 7 for each additional page.)

Stop faxing

To stop faxing, press **Stop/Exit**.

Setting scanner glass size for faxing

When documents are A4 size, you need to set the Scan Size to A4. If you do not, the bottom portion of the faxes will be missing.

- 1 Press  **(FAX)**.
- 2 Press **◀** or **▶** to display Glass Scan Size.
- 3 Press Glass Scan Size.
- 4 Press Letter, Legal, Ledger, A4 or A3.



Note

- You can save the setting you use most often by setting it as the default. (See *Setting your changes as the new default* in chapter 3 of the *Advanced User's Guide*.)
- This setting is only available for sending documents from the scanner glass.

Color fax transmission

Your machine can send a color fax to machines that support this feature.

Color faxes cannot be stored in the machine's memory. When you send a color fax, the machine will send it in real time (even if Real Time TX is set to Off).

Canceling a fax in progress

If you want to cancel a fax while the machine is scanning, dialing or sending, press **Stop/Exit**.

How to preview an outgoing fax

You can preview a fax message before you send it. You must set Real Time Transmission and Polling RX to Off before you use this feature.

- 1 Press  **(FAX)**.
- 2 Press **◀** or **▶** to display Preview.
- 3 Press Preview.
- 4 Press On.
- 5 Load the document.
- 6 Enter the fax number using the dial pad, One Touch or Speed Dial.
- 7 Press **Black Start**.
The machine starts scanning the document and the outgoing fax appears on the LCD.
When the fax is displayed, press **MENU** on the Touchscreen and the following buttons will appear. Press the button you want to use to perform an operation.

4

| Button | Description |
|--------|-------------------------------|
| | Enlarge the fax. |
| | Reduce the fax. |
| | Scroll vertically. |
| | Scroll horizontally. |
| | Rotate the fax clockwise. |
| | Go back to the previous page. |
| | Go to the next page. |
| | Close the preview table. |



Note

To send a color fax do not use Fax Preview.

- 8 Press **Black Start**.

 **Note**

The fax message in the memory will be sent and then erased when you press **Black Start**.

Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax. This report lists the sender's name or fax number, the time and date of transmission, duration of transmission, number of pages sent, and whether or not the transmission was successful.

There are several settings available for the Transmission Verification Report:

- **On:** Prints a report after every fax you send.
- **On+Image:** Prints a report after every fax you send. A portion of the fax's first page appears on the report.
- **Off:** Prints a report if your fax is unsuccessful due to a transmission error. The report will also print if the receiving machine modifies the size of the document you fax, or if you send a color fax that the receiving machine prints in black and white. **Off** is the default setting.
- **Off+Image:** Prints a report if your fax is unsuccessful due to a transmission error. The report will also print if your fax is successful, but the receiving machine modifies the size of the document you fax, or if you send a color fax that the receiving machine prints in black and white. A portion of the fax's first page appears on the report.
- **Off2:** Prints a report *only* if your fax is unsuccessful due to a transmission error.
- **Off2+Image:** Prints a report *only* if your fax is unsuccessful due to a transmission error. A portion of the fax's first page appears on the report.

- 1 Press **MENU**.

- 2 Press **▲** or **▼** to display **Fax**.

- 3 Press **Fax**.

- 4 Press **▲** or **▼** to display **Report Setting**.

- 5 Press **Report Setting**.

- 6 Press **Transmission**.

- 7 Press **On**, **On+Image**, **Off**, **Off+Image**, **Off2** or **Off2+Image**.

- 8 Press **Stop/Exit**.

 **Note**

- If you choose **On+Image**, **Off+Image** or **Off2+Image** the image will only appear on the Transmission Verification Report if Real Time Transmission is set to Off. The image will not appear on the report when you send a color fax. (See *Real Time Transmission* in chapter 3 of the *Advanced User's Guide*.)
- If your transmission is successful, "OK" will appear next to "RESULT" on the Transmission Verification Report. If transmission is not successful, "NG" will appear next to "RESULT."

Receive Modes

Choose the correct Receive Mode

The correct Receive Mode is determined by the external devices and telephone subscriber services (Voice Mail, Distinctive Ring, etc.) you have (or will be using) on the same line as the Brother machine.

Will you be using a Distinctive Ring number for receiving faxes?

Brother uses the term "Distinctive Ring" but different telephone companies may have other names for this service, such as Custom Ringing, RingMaster, Personalized Ring, Teen Ring, Ident-A-Ring, Ident-A-Call, Data Ident-A-Call, Smart Ring and SimpleBiz Fax & Alternate Number Ringing. (See *Distinctive Ring* on page 43 for instructions on setting up your machine using this feature.)

Will you be using Voice Mail on the same telephone line as your Brother machine?

If you have Voice Mail on the same telephone line as your Brother machine, there is a strong possibility that Voice Mail and the Brother machine will conflict with each other when receiving incoming calls. (See *Voice Mail* on page 42 for instructions on setting up your machine using this service.)

Will you be using a Telephone Answering Device on the same telephone line as your Brother machine?

Your external telephone answering device (TAD) will automatically answer every call. Voice messages are stored on the external TAD and fax messages are printed. Choose *External TAD* as your Receive Mode. (See *Connecting an external TAD (telephone answering device)* on page 45.)

Will you be using your Brother machine on a dedicated fax line?

Your machine automatically answers every call as a fax. Choose *Fax Only* as your Receive Mode. (See *Fax Only* on page 37.)

Will you be using your Brother machine on the same line as your telephone?

Do you want to receive voice calls and faxes automatically?

The *Fax/Tel* Receive Mode is used when sharing the Brother machine and your telephone on the same line. Choose *Fax/Tel* as your Receive Mode. (See *Fax/Tel* on page 37.)

Important Note: You cannot receive voice messages on either Voice Mail or an answering machine with the *Fax/Tel* mode.

Do you expect to receive very few faxes?

Choose *Manual* as your Receive Mode. You control the telephone line and must answer every call yourself. (See *Manual* on page 37.)

To set the Receive Mode follow the instructions below:

- 1** Press MENU.
- 2** Press ▲ or ▼ to display Initial Setup.
- 3** Press Initial Setup.
- 4** Press ▲ or ▼ to display Receive Mode.
- 5** Press Receive Mode.
- 6** Press Fax Only, Fax/Tel, External TAD or Manual.
- 7** Press **Stop/Exit**.
The LCD will display the current Receive Mode.

Using Receive Modes

Some Receive Modes answer automatically (Fax Only and Fax/Tel). You may want to change the Ring Delay before using these modes. (See *Ring Delay* on page 38.)

Fax Only

Fax Only mode will automatically answer every call as a fax call.

Fax/Tel

Fax/Tel mode helps you automatically manage incoming calls, by recognizing whether they are fax or voice calls and handling them in one of the following ways:

- Faxes will be automatically received.
- Voice calls will start the F/T Ring to tell you to pick up the line. The F/T Ring is a fast pseudo/double-ring made by your machine.

(Also see *F/T Ring Time (Fax/Tel mode only)* on page 38 and *Ring Delay* on page 38.)

Manual

Manual mode turns off all automatic answering functions unless you are using the Distinctive Ring feature.

To receive a fax in Manual mode lift the handset of the external telephone or press **Hook**. When you hear fax tones (short repeating beeps), press **Black Start** or **Color Start** and choose **Receive**. You can also use the Easy Receive feature to receive faxes by lifting a handset on the same line as the machine.

(Also see *Easy Receive* on page 39.)

External TAD

External TAD mode lets an external answering device manage your incoming calls. Incoming calls will be handled in one of the following ways:

- Faxes will be automatically received.
- Voice callers can record a message on the external TAD.

(For more information see *Connecting an external TAD (telephone answering device)* on page 45.)

Receive Mode settings

Ring Delay

The Ring Delay sets the number of times the machine rings before it answers in Fax Only or Fax/Tel mode. If you have external or extension telephones on the same line as the machine, keep the Ring Delay setting of 4 rings.

(See *Using external and extension telephones* on page 47 and *Easy Receive* on page 39.)

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Setup Receive.
- 5 Press Setup Receive.
- 6 Press ▲ or ▼ to display Ring Delay.
- 7 Press Ring Delay.
- 8 Press the number of times the machine will ring before it answers (0, 1, 2, 3 or 4).
If you choose 0, the machine will answer immediately and the line will not ring at all.
- 9 Press Stop/Exit.

F/T Ring Time (Fax/Tel mode only)

When somebody calls your machine, you and your caller will hear the normal telephone ring. The number of rings is set by the Ring Delay setting.

If the call is a fax, then your machine will receive it; however, if it is a voice call the machine will sound the F/T Ring (a fast pseudo/double-ring) for the time you have set in the F/T Ring Time setting. If you hear the F/T Ring it means that you have a voice caller on the line.

Because the F/T Ring is made by the machine, extension and external telephones will *not* ring; however, you can still answer the call on any telephone. (For more information see *Using remote codes* on page 48.)

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Setup Receive.
- 5 Press Setup Receive.
- 6 Press ▲ or ▼ to display F/T Ring Time.
- 7 Press F/T Ring Time.
- 8 Press how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds).
- 9 Press Stop/Exit.



Note

Even if the caller hangs up during the pseudo/double-ringing, the machine will continue to ring for the set time.

Easy Receive

If Easy Receive is On:

The machine can receive a fax automatically, even if you answer the call. When you see **Receiving** on the LCD or hear a click on the phone line through the handset you are using, just replace the handset. Your machine will do the rest.

If Easy Receive is Off:

If you are at the machine and answered a call first by lifting the external handset, press **Black Start** or **Color Start**, and then press **Receive** to receive.

If you answered at an extension telephone press * 5 1. (See *Using external and extension telephones* on page 47.)



Note

- If this feature is set to **On**, but your machine does not connect a fax call when you lift an extension or external telephone, press the fax receive code * 5 1.
- If you send faxes from a computer on the same telephone line and the machine intercepts them, set Easy Receive to **Off**.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**.
- 3 Press **Fax**.
- 4 Press **▲** or **▼** to display **Setup Receive**.
- 5 Press **Setup Receive**.
- 6 Press **▲** or **▼** to display **Easy Receive**.
- 7 Press **Easy Receive**.
- 8 Press **On** (or **Off**).
- 9 Press **Stop/Exit**.

Fax Preview (Black & White only)

How to preview a received fax

You can view received faxes on the LCD by pressing the **Fax Preview** key. When the machine is in Ready mode, a popup message will appear on the LCD to alert you of new faxes.

Setting Fax Preview

5

- 1 Press **Fax Preview**. The LCD will ask you if you want to turn on Fax Preview.
- 2 Press **Yes**. The LCD asks you again to confirm because faxes will be viewed instead of being automatically printed.
Press **Yes**.
- 3 Press **Stop/Exit**.



Note

- When Fax Preview is turned on, a backup copy of received faxes will not be printed for Fax Forwarding and PC-Fax Receiving operations, even if you have set Backup Print to **On**.
- Fax Preview is not available when Fax Forwarding is turned on.

Using Fax Preview

When you receive a fax, you will see the pop-up message on the LCD. (For example:
New Fax(es) : 02)

1 Press Fax Preview.

You can see the new fax list.



Note

- If you receive a fax containing multiple paper sizes (for example, a Letter size page and a Ledger size page), the machine may create and store a file for each paper size. The LCD may show that more than one fax job has been received.
- You can also see your old fax list by pressing the Old Fax tab on the Touchscreen. Press the New Fax tab to go back to your new fax list.

2 Press ▲ or ▼ to display the fax number of the fax you want to see.

3 Press the fax you want to see.



Note

- If your fax is large there may be a delay before it is displayed on the LCD.
- The LCD will show the current page number and total pages of the fax message. When your fax message is over 99 pages the total number of pages will be shown as "XX."

When the fax is displayed, the following buttons will appear on the LCD and you can perform the operations shown below.

| Button | Description |
|--------|---|
| | Enlarge the fax. |
| | Reduce the fax. |
| | Scroll vertically. |
| | Scroll horizontally. |
| | Rotate the fax clockwise. |
| | Delete the fax. Press Yes to confirm. |
| | Go back to the previous page. |
| | Go to the next page. |
| | Go back to the fax list. |
| | Print the fax. Do one of the following: <ul style="list-style-type: none"> ■ Press Print All Pages to print the whole message. ■ Press Print Displayed Only to print only the displayed page. ■ Press Print From Displayed to print from the displayed page to the last page. |
| | Close the preview table. |

4 Press Stop/Exit.

How to print a fax

- 1 Press **Fax Preview**.
- 2 Press the fax you want to view.
- 3 Press  (Print).
 - If the fax is multiple pages, go to step 4.
 - If the fax is a single page it will start printing. Go to step 5.
- 4 Do one of the following:
 - Press **Print All Pages** to print all pages of the fax.
 - Press **Print Displayed Only** to print the displayed page.
 - Press **Print From Displayed** to print the displayed page to the last page.
- 5 Do one of the following:
 - To delete the fax, press **Yes**.
 - To keep the fax in the memory, press **No**.
- 6 Press **Stop/Exit**.

How to print all faxes in the list

- 1 Press **Fax Preview**.
- 2 Press **More**.
- 3 Press **Print All**.
- 4 Press **Stop/Exit**.

How to delete all faxes in the list

- 1 Press **Fax Preview**.
- 2 Press **More**.
- 3 Press **Delete All**.
Press **Yes** to confirm.
- 4 Press **Stop/Exit**.

Turning off Fax Preview

- 1 Press **Fax Preview**.
- 2 Press **More**.
- 3 Press **Turn Off Fax Preview**.
- 4 Press **Yes** to confirm.
- 5 If there are faxes stored in the memory, do one of the following:
 - To turn off Fax Preview without printing your stored faxes, press **Continue**.
Press **Yes** to confirm your faxes will be deleted.
 - If you want to print all the stored faxes, press **Print all faxes**.
 - If you do not wish to turn off Fax Preview, press **Cancel**.
- 6 Press **Stop/Exit**.

Telephone services

Your machine supports the Caller ID and Distinctive Ring subscriber telephone services that some telephone companies offer.

Features like Voice Mail, Call Waiting, Call Waiting/Caller ID, RingMaster, answering services, alarm systems or other custom features on one telephone line may create problems with the operation of your machine. If you have Voice Mail on your telephone line, please read the following carefully.

Voice Mail

If you have Voice Mail on the same telephone line as your Brother machine, Voice Mail and the Brother machine will conflict with each other when receiving incoming calls.

For example, if your Voice Mail is set to answer after 4 rings and your Brother machine is set to answer after 2 rings, then your Brother machine will answer first. This will prevent callers from being able to leave a message in your Voice Mail.

Similarly, if your Brother machine is set to answer after 4 rings and your Voice Mail is set to answer after 2 rings, then your Voice Mail will answer first. This will prevent your Brother machine from being able to receive an incoming fax, since Voice Mail cannot transfer the incoming fax back to the Brother machine.

To avoid conflicts between your Brother machine and your Voice Mail service, do one of the following:

Get the Distinctive Ring service from your telephone company. Distinctive Ring is a feature of your Brother machine that allows a person with one line to receive fax and voice calls through two different phone numbers on that one line.

Brother uses the term “Distinctive Ring,” but telephone companies market the service under a variety of names, such as Custom Ringing, Personalized Ring, Smart Ring, RingMaster, Ident-A-Ring, Ident-A-Call, Data Ident-A-Call, Teen Ring, and SimpleBiz Fax & Alternate Number Ringing. This service establishes a second telephone number on the same line as your existing telephone number, and each number has its own ring pattern. Typically, the original number rings with the standard ring pattern and is used for receiving voice calls, and the second number rings with a different ring pattern and is used for receiving faxes. (See *Distinctive Ring* on page 43.)

OR

Set your Brother machine’s Receive Mode to “Manual.” Manual Mode requires that you answer every incoming call if you want to be able to receive a fax. If the incoming call is a telephone call, then complete the call as you normally would. If you hear fax-sending tones you must transfer the call to the Brother machine. (See *Using external and extension telephones* on page 47.) Unanswered fax and voice calls will go to your Voice Mail. (To set the machine in **MANUAL** Mode, see *Choose the correct Receive Mode* on page 35.)

Distinctive Ring

Distinctive Ring is a function of your Brother machine that allows a person with one line to receive fax and voice calls through two different phone numbers on that one line. Brother uses the term “Distinctive Ring,” but telephone companies market the service under a variety of names, such as Smart Ring, Ring Master or Ident-a-Ring. This service establishes a second telephone number on the same line as your existing telephone number, and each number has its own ring pattern. Typically, the original number rings with the standard ring pattern and is used for receiving voice calls, and the second number rings with a different ring pattern and is used for receiving faxes.



Note

- You must pay for your telephone company's Distinctive Ring service before you program the machine to work with it.
- Please call your telephone company for availability and rates.

What does your telephone company's “Distinctive Ring” do?

Your telephone company's Distinctive Ring service allows you to have more than one number on the same telephone line. **If you need more than one telephone number, it is cheaper than paying for an extra line.** Each telephone number has its own distinctive ring pattern, so you will know which telephone number is ringing. This is one way you can have a separate telephone number for your machine.

What does Brother's “Distinctive Ring” do?

The Brother machine has a Distinctive Ring feature that allows you to use your machine to take full advantage of the telephone company's Distinctive Ring service. The new telephone number on your line can just receive faxes.

Do you have Voice Mail?

If you have Voice Mail on the telephone line that you will install your new machine on, *there is a strong possibility that Voice Mail and the machine will conflict with each other while receiving incoming calls. However, the Distinctive Ring feature allows you to use more than one number on your line, so both Voice Mail and the machine can work together without any problems.* If each one has a separate telephone number, neither will interfere with the other's operations.

If you decide to get the Distinctive Ring service from the telephone company, you will need to follow the directions on next page to “register” the new Distinctive Ring pattern they give you. This is so your machine can recognize its incoming calls.



Note

You can change or cancel the Distinctive Ring pattern at any time. You can switch it off temporarily, and turn it back on later. When you get a new fax number, make sure you reset this feature.

Before you choose the ring pattern to register

You can only register one Distinctive Ring pattern with the machine. Some ring patterns cannot be registered. The ring patterns below are supported by your Brother machine. Register the one your telephone company gives you.

| Ring Pattern | Rings | |
|--------------|-------------------------------|--|
| 1 | long-long | |
| 2 | short-long-short | |
| 3 | short-short-long | |
| 4 | very long (normal pattern) | |

**Note**

Ring Pattern #1 is often called Short-Short and is the most commonly used.
If the ring pattern you received is not on this chart, **please call your telephone company and ask for one that is shown.**

- The machine will only answer calls to its registered number.
- The first two rings are silent on the machine. This is because the fax must "listen" to the ring pattern (to compare it to the pattern that was "registered"). (Other telephones on the same line will ring.)
- If you program the machine properly, it will recognize the registered ring pattern of the "fax number" within 2 ring patterns and then answer with a fax tones. When the "voice number" is called, the machine will not answer.

Registering the Distinctive Ring pattern

Very Important !

After you have set the Distinctive Ring feature to **On**, your Distinctive Ring number will receive faxes automatically. The Receive Mode is automatically set to **Manual** and you cannot change it to another Receive Mode while Distinctive Ring is set to **On**. This ensures the Brother machine will only answer the Distinctive Ring number and will not interfere when your main telephone number is called. When Distinctive Ring is on, the LCD will show **D/R** as the Receive Mode.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**.
- 3 Press **Fax**.
- 4 Press **▲** or **▼** to display **Miscellaneous**.
- 5 Press **Miscellaneous**.

6 Press **▲** or **▼** to display **Distinctive**.

7 Press **Distinctive**.

8 Press **Set**.

9 Press the stored ring pattern you want to use.

Press **OK**.

(You will hear each pattern as you scroll through the four patterns. Make sure you choose the pattern that the telephone company gave you.)

10 Press **Stop/Exit**.

Distinctive Ring is now set to **On**.

Turning off Distinctive Ring

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**.
- 3 Press **Fax**.
- 4 Press **▲** or **▼** to display **Miscellaneous**.
- 5 Press **Miscellaneous**.
- 6 Press **▲** or **▼** to display **Distinctive**.
- 7 Press **Distinctive**.
- 8 Press **Off**.
- 9 Press **Stop/Exit**.

Note

If you turn off Distinctive Ring, the machine will stay in **Manual** mode. You will need to set the Receive Mode again. (See *Choose the correct Receive Mode* on page 35.)

Connecting an external TAD (telephone answering device)

You may choose to connect an external answering device. However, when you have an **external TAD** on the same telephone line as the machine, the TAD answers all calls and the machine "listens" for fax calling (CNG) tones. If it hears them, the machine takes over the call and receives the fax. If it does not hear CNG tones, the machine lets the TAD continue playing your outgoing message so your caller can leave you a voice message.

The TAD must answer within four rings (the recommended setting is two rings). The machine cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8 to 10 seconds of CNG tones left for the fax "handshake." Make sure you carefully follow the instructions in this guide for recording your outgoing message. We do not recommend using the toll saver feature on your external answering machine if it exceeds five rings.



Note

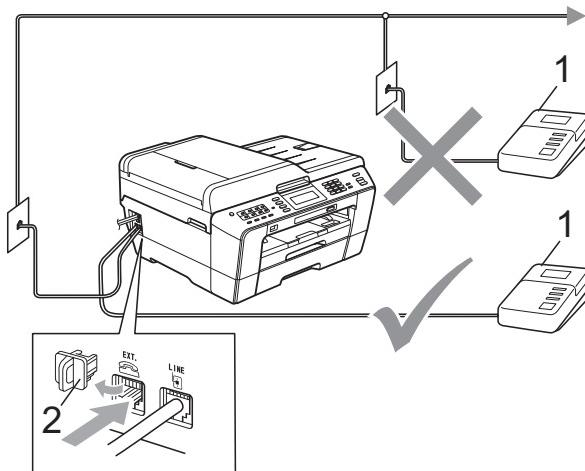
- If you do not receive all your faxes, shorten the Ring Delay setting on your external TAD.
- If You Subscribe to your Telephone company's Distinctive Ring Service:**

You may connect an external TAD to a separate wall jack only if you subscribe to your telephone company's Distinctive Ring service, have registered the distinctive ring pattern on your machine, and use that number as a fax number. The recommended setting is at least four rings on the external TAD when you have the telephone company's Distinctive Ring service. You cannot use the Toll Saver setting.

- If You Do Not Subscribe to the Distinctive Ring Service:**

You must plug your TAD into the EXT. jack of your machine. If your TAD is plugged into a wall jack, both your machine and the TAD will try to control the telephone line. (See the illustration below.)

- Before you connect the external TAD, remove the protective cap (2) from the EXT. jack on the machine.



1 TAD

2 Protective Cap

When the TAD answers a call, the LCD shows Telephone.

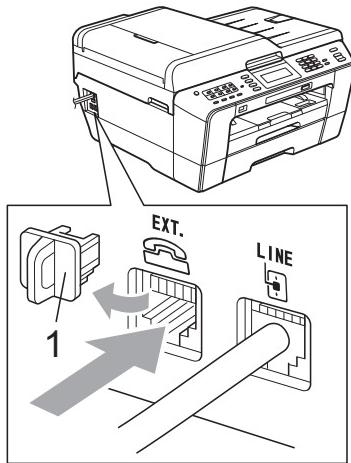
! IMPORTANT

DO NOT connect a TAD elsewhere on the same telephone line.

Connections

The external TAD must be plugged into the jack labeled EXT. Your machine cannot work properly if you plug the TAD into a wall jack (unless you are using Distinctive Ring).

- 1 Plug the telephone line cord from the telephone wall jack into the jack labeled LINE.
- 2 Remove the protective cap (1) from the jack labeled EXT., and then plug the telephone line cord from the external TAD into the EXT. jack. (Make sure this cord is connected to the TAD at the TAD's telephone line jack, and not its handset jack.)



- 3 Set your external TAD to four rings or less. (The machine's Ring Delay setting does not apply.)
- 4 Record the outgoing message on your external TAD.
- 5 Set the TAD to answer calls.
- 6 Set the Receive Mode to External TAD. (See *Choose the correct Receive Mode* on page 35.)

Recording an outgoing message (OGM) on an external TAD

Timing is important in recording this message. The message sets up the ways to handle both manual and automatic fax reception.

- 1 Record 5 seconds of silence at the beginning of your message. (This allows your machine time to listen for the fax CNG tones of automatic transmissions before they stop.)
- 2 Limit your speaking to 20 seconds.
- 3 End your 20-second message by giving your Fax Receive Code for people sending manual faxes. For example: "After the beep, leave a message or send a fax by pressing * 5 1 and Start."



Note

We recommend beginning your OGM with an initial 5-second silence because the machine cannot hear fax tones over a resonant or loud voice. You may try omitting this pause, but if your machine has trouble receiving, then you must re-record the OGM to include it.

Multi-line connections (PBX)

We suggest you ask the company who installed your PBX to connect your machine. If you have a multi-line system we suggest you ask the installer to connect the unit to the last line on the system. This prevents the machine being activated each time the system receives telephone calls. If all incoming calls will be answered by a switchboard operator we recommend that you set the Receive Mode to Manual.

We cannot guarantee that your machine will operate properly under all circumstances when connected to a PBX. Any difficulties with sending or receiving faxes should be reported first to the company who handles your PBX.

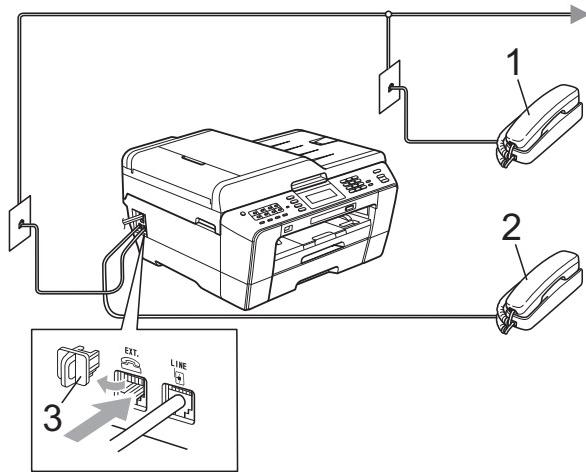
External and extension telephones

Connecting an external or extension telephone

You can connect a separate telephone to your machine as shown in the diagram below.

Connect the telephone line cord to the jack labeled EXT.

Before you connect the external telephone, remove the protective cap (3) from the EXT. jack on the machine.



1 Extension telephone

2 External telephone

3 Protective Cap

When you are using a telephone on the same phone line, the LCD shows Telephone.

Using external and extension telephones

Using extension telephones

If you answer a fax call at an extension telephone, you can make your machine receive the fax by pressing the Fax Receive Code *** 5 1**.

If the machine answers a voice call and pseudo/double-rings for you to take over, you can take the call at an extension telephone by pressing the Telephone Answer Code **# 5 1**. (See *F/T Ring Time (Fax/Tel mode only)* on page 38.)

Using an external telephone (connected to the EXT. jack of the machine)

If you answer a fax call at the external telephone connected to the EXT. jack of the machine, you can make the machine receive the fax by pressing **Black Start** and choosing **Receive**.

You can also use the Fax Receive Code *** 5 1**.

If the machine answers a voice call and pseudo/double-rings for you to take over, you can take the call at the external telephone by pressing **Hook**.

If you answer a call and no one is on the line:

You should assume that you're receiving a manual fax.

Press *** 5 1** and wait for the chirp or until the LCD shows **Receiving**, and then hang up.



You can also use the Easy Receive feature to make your machine automatically take the call. (See *Easy Receive* on page 39.)

Using a non-Brother cordless external telephone

If your non-Brother cordless telephone is connected to the EXT. jack of the machine and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay.

If you let the machine answer first, you will have to go to the machine so you can press **Hook** to send the call to the cordless handset.

Using remote codes

Fax Receive Code

If you answer a fax call on an extension telephone, you can tell your machine to receive it by dialing the Fax Receive Code *** 5 1**. Wait for the chirping sounds and then replace the handset. (See *Easy Receive* on page 39.)

If you answer a fax call at the external telephone connected to the EXT. jack of the machine, you can make the machine receive the fax by pressing **Black Start** and choosing **Receive**.

Telephone Answer Code

If you receive a voice call and the machine is in Fax/Tel mode, it will start to sound the F/T (pseudo/double) ring after the initial Ring Delay. If you pick up the call on an extension telephone you can turn the F/T Ring off by pressing **# 5 1** (make sure you press this *between* the rings).

If the machine answers a voice call and pseudo/double-rings for you to take over, you can take the call at the external telephone connected to the EXT. jack of the machine by pressing **Hook**.

Changing the remote codes

The preset Fax Receive Code is *** 5 1**. The preset Telephone Answer Code is **# 5 1**. If you want to, you can replace them with your own codes.

- 1 Press **MENU**.
 - 2 Press **▲** or **▼** to display **Fax**.
 - 3 Press **Fax**.
 - 4 Press **▲** or **▼** to display **Setup Receive**.
 - 5 Press **Setup Receive**.
 - 6 Press **▲** or **▼** to display **Remote Codes**.
 - 7 Press **Remote Codes**.
 - 8 Press **On** (or **Off**).
 - 9 Do one of the following.
 - If you want to change the Fax Receive Code, enter the new code. Press **OK**. Go to step 10.
 - If you do not want to change the Fax Receive Code, press **OK**. Go to step 10.
 - 10 Do one of the following.
 - If you want to change the Telephone Answer Code, enter the new code. Press **OK**. Go to step 11.
 - If you do not want to change the Telephone Answer Code, press **OK**. Go to step 11.
 - 11 Press **Stop/Exit**.
-  **Note**
- If you are always disconnected when accessing your external TAD remotely, try changing the Fax Receive Code and Telephone Answer Code to another three-digit code (such as **# # #** and **9 9 9**).
 - Remote Codes might not work with some telephone systems.

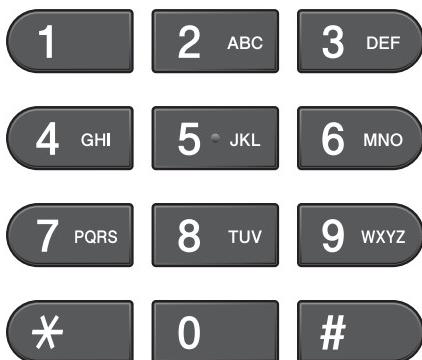
7

Dialing and storing numbers

How to dial

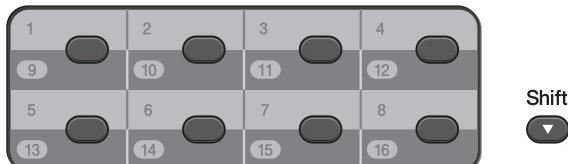
Manual dialing

Press all of the digits of the fax or telephone number.



One Touch Dialing

Your machine has 8 One Touch keys where you can store 16 fax or telephone numbers for automatic dialing.



Press the One Touch key that stores the number you want to call. (See *Storing One Touch Dial numbers* on page 50.) To access numbers 9 to 16, hold down **Shift** as you press the One Touch key.

Speed Dialing

- 1 Press (Phone Book).
Or, you can press (FAX) and then press Phone Book.
- 2 Press the 2-digit number you want to call. You can also display the numbers in alphabetical order by pressing #01 A on LCD.



Note

If the LCD shows Not Registered when you enter a Speed Dial number that has not been stored at this location.

- 3 To send a fax, press **Send a fax** and go to step 4.
The machine dials the telephone number.
- 4 Press **Black Start** or **Color Start**.
The machine scans and sends the fax.

Fax Redial

If you are sending a fax manually and the line is busy, press **Redial/Pause**, and then press **Black Start** or **Color Start** to try again. If you want to make a second call to a number you recently dialed, you can press **Redial/Pause** and choose one of the last 30 numbers from the Outgoing Call List.

Redial/Pause only works if you dialed from the control panel. *If you are sending a fax automatically* and the line is busy, the machine will automatically redial once after five minutes.

- 1 Press **Redial/Pause**.
- 2 Press the number you want to redial.
- 3 Press **Send a fax**.
- 4 Press **Black Start** or **Color Start**.



Note

In Real Time Transmission the automatic redial feature does not work when you are using the scanner glass.

Storing numbers

You can set up your machine to do the following types of easy dialing: One Touch, Speed Dial and Groups for broadcasting faxes. When you dial a Quick Dial number, the LCD shows the number.



Note

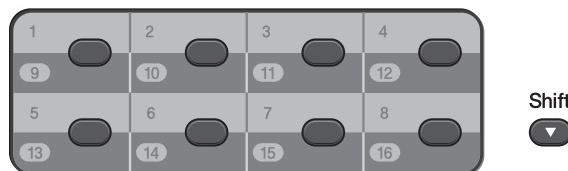
If you lose electrical power, the Quick Dial numbers that are in the memory will not be lost.

Storing a pause

When you are storing One Touch or Speed Dial numbers in the Phone Book, you can insert one or more 3.5-second pauses by pressing the **Pause** button on the Touchscreen.

Storing One Touch Dial numbers

Your machine has 8 One Touch keys where you can store 16 fax or telephone numbers for automatic dialing. To access numbers 9 to 16 hold down **Shift** as you press the One Touch key.



1 Do one of the following:

- Press the One Touch key where you want to store the number. If a number is not stored there, the LCD shows Not Registered Register Now? Press Yes.
- Press  (Phone Book), More, and Set One Touch Dial. Then, enter the One Touch number where you want to store the number. Press OK.

2 Do one of the following:

- Enter the name (up to 16 characters) by pressing the buttons on the Touchscreen.
Press OK.
(To help you enter letters, see *Entering Text* on page 130.)
- To store the number without a name, press OK.

3 Enter the fax or telephone number (up to 20 digits) by pressing the buttons on the Touchscreen.

Press OK.

 **Note**

If you downloaded Internet Fax:

If you want to store an E-mail address to use with Internet fax or Scan to E-mail server, press  and enter the E-mail address and press OK. (See *Entering Text* on page 130.)

4 When the LCD shows your settings, press OK to confirm.

5 Press Stop/Exit.

Storing Speed Dial numbers

Names and numbers can be stored in 2-digit Speed Dial locations. You can store up to 100 different Speed Dial numbers. When you dial you will only have to press a few buttons on the Touchscreen (for example: press

 (Phone Book), the number you want to call and Send a fax).

1 Press  (Phone Book).

2 Press More.

3 Press Set Speed Dial.

4 Do one of the following:

- Enter the name (up to 16 characters) by pressing the buttons on the Touchscreen.

Press OK.

(To help you enter letters, see *Entering Text* on page 130.)

- To store the number without a name, press OK.

5 Enter the first fax or telephone number (Fax/Tel1:) by pressing the buttons on the Touchscreen (up to 20 digits). Press OK.

 **Note**

If you want to store an E-mail address to use with Internet fax or Scan to E-mail server, press  and enter the E-mail address and press OK. (See *Entering Text* on page 130.)

6 Do one of the following:

- Enter the second fax or telephone number (Fax/Tel2:) by pressing the buttons on the Touchscreen (up to 20 digits).

Press OK.

- If you do not want to store a second number, press OK.

- 7** To choose where the number will be stored, do one of the following:
- To accept the displayed next available Speed Dial location, press **OK**.
 - To enter a different Speed Dial location, press the 2-digit number using the buttons on the Touchscreen.
- Press **OK**.

**Note**

If the 2-digit Speed Dial location you choose is already taken, the **OK** button on the LCD will not work. Choose a different location.

- 8** When the LCD shows your settings, press **OK** to confirm.
- 9** Do one of the following:
- To store another Speed Dial number, repeat steps **2** to **8**.
 - To finish storing numbers, press **Stop/Exit**.

Changing One Touch or Speed Dial names or numbers

You can change or delete a One Touch or Speed Dial name or number that has already been stored.

- 1** Press (Phone Book).
- 2** Press **More**.
- 3** Do one of the following:
 - Press **Change** to edit the names or numbers.
 - Press **Delete** to delete all information in a Speed Dial or One Touch location.
 - Press the number you want to delete.
 - Press **OK**.
 - Press **Yes** to confirm.
 - Go to step **8**.
- 4** Press **▲** or **▼** to display the number you want to change.
- 5** Press the number you want to change.

**Note**

One Touch Dial locations begin with *. Speed Dial locations begin with #.

6 Do one of the following:

- If you want to change the name, press Name:

Enter the new name (up to 16 characters) by pressing the buttons on the Touchscreen. (See *Entering Text* on page 130.)

Press OK.

- If you want to change the first Fax/Tel number, press Fax/Tel: (One Touch Dial) or Fax/Tel1: (Speed Dial).

Enter the new fax or telephone number (up to 20 digits) by pressing the buttons on the Touchscreen.

Press OK.

- If you want to change the second Fax/Tel number, press Fax/Tel2: (Speed Dial).

Enter the new fax or telephone number (up to 20 digits) by pressing the buttons on the Touchscreen.

Press OK.

**Note**

How to change the stored name or number:

If you want to change a character, press ▲ or ▼ to position the cursor under the character you want to change, and then press [X]. Re-enter the character.

7 Do one of the following:

- Press OK to finish.
To change another One Touch or Speed Dial number, repeat steps ② to ⑥.
- To change more details, go to ⑥.

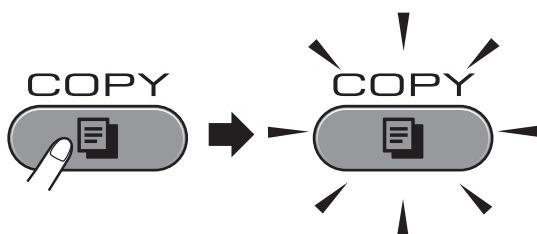
The LCD will display your settings.

8 Press Stop/Exit.

How to copy

The following steps show the basic copy operation. For details about each option, see the *Advanced User's Guide*.

- 1 When you want to make a copy, press  (COPY) to illuminate it in blue.
- Make sure you are in COPY mode.



- The LCD shows:



1 No. of Copies

Press the number box (1) and enter the number of copies you want.

Also you can enter the number of copies by pressing  or  on the screen (as shown above) or by using the dial pad.



Note

The default setting is FAX mode. You can change the amount of time that the machine stays in COPY mode after the last copy operation. (See *Mode Timer* in chapter 1 of the *Advanced User's Guide*.)

- 2 Do one of the following to load your document:

- Place the document *face up* in the ADF.
(See *Using the ADF* on page 28.)
- Place the document *face down* on the scanner glass.
(See *Using the scanner glass* on page 29.)

- 3 If you want more than one copy, enter the number (up to 99).
- 4 Press **Black Start** or **Color Start**.

Stop copying

To stop copying, press **Stop/Exit**.

Copy settings

You can change the following copy settings. Press **COPY** and then press **◀** or **▶** to scroll through the copy settings. When the setting you want is displayed, press it and choose your option.

(Basic User's Guide)

For details about changing the following copy settings, see page 55.

- Paper Type
- Paper Size
- Tray Select

(Advanced User's Guide)

For details about changing the following copy settings, see chapter 7:

- Quality
- Enlarge/Reduce
- Page Layout
- 2 in 1 (ID)
- Stack/Sort
- Density
- Ink Save Mode
- Thin Paper Copy
- Skew Adjustment
- Book Copy
- Watermark Copy
- Duplex Copy
- Favorite Settings



Note

If you want to sort copies, use the ADF.

Paper Options

Paper Type

If you are copying on special paper, set the machine for the type of paper you are using to get the best print quality.

- 1 Press (COPY).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press **◀** or **▶** to display Paper Type.
- 5 Press Paper Type.
- 6 Press Plain Paper, Inkjet Paper, Brother BP71, Brother BP61, Other Glossy or Transparency.
- 7 If you do not want to change additional settings, press **Black Start** or **Color Start**.

8

Paper Size

If you are copying on paper other than Letter size, you will need to change the Paper Size setting. You can copy only on Letter, Legal, Ledger, A4, A5, A3, Executive or Photo 4" × 6" (10 × 15 cm) paper.

- 1 Press (COPY).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press **◀** or **▶** to display Paper Size.
- 5 Press Paper Size.
- 6 Press Letter, Legal, Ledger, A4, A5, A3, EXE or 4"×6".
- 7 If you do not want to change additional settings, press **Black Start** or **Color Start**.

Tray Select

You can temporarily change the tray for the next copy. To change the default tray setting see *Tray use in COPY mode* on page 22.

- 1 Press  (COPY).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press **◀ or ▶** to display Tray Select.
- 5 Press Tray Select.
- 6 Press **Tray#1, Tray#2 or Auto Select.**
- 7 If you do not want to change additional settings, press **Black Start** or **Color Start**.



Note

Poster copy is not available when you use Tray #2.

PhotoCapture Center™: Printing photos from a memory card or USB Flash memory drive

PhotoCapture Center™ operations

Even if your machine is *not* connected to your computer, you can print photos directly from digital camera media or a USB Flash memory drive. (See *Print Images* on page 60.)

You can scan documents and save them directly to a memory card or USB Flash memory drive. (See *How to scan to a memory card or USB Flash memory drive* on page 61.)

If your machine is connected to a computer, you can access a memory card or USB Flash memory drive that is inserted in the front of the machine from your computer.

(See *PhotoCapture Center™ for Windows®* or *Remote Setup & PhotoCapture Center™* for Macintosh in the *Software User's Guide*.)

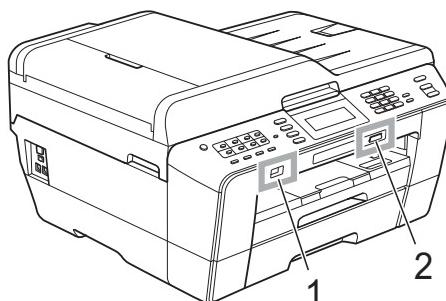
Using a memory card or USB Flash memory drive

Your Brother machine has media drives (slots) for use with the following popular digital camera media: Memory Stick™, Memory Stick PRO™, Memory Stick Duo™, Memory Stick PRO Duo™, SD, SDHC, MultiMedia Card, MultiMedia Card plus and USB Flash memory drives.

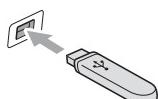
The PhotoCapture Center™ feature lets you print digital photos from your digital camera at high resolution to get photo quality printing.

Getting started

Firmly put a memory card or USB Flash memory drive into the proper slot.



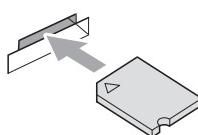
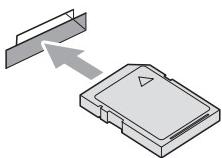
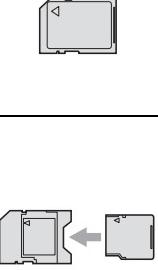
1 USB Flash memory drive



! IMPORTANT

The USB direct interface supports only a USB Flash memory drive, a PictBridge-compatible camera, or a digital camera that uses the USB mass storage standard. Any other USB devices are not supported.

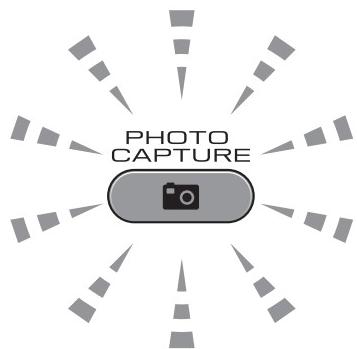
2 Memory card slot

| Slot | Compatible memory cards |
|---|--|
| Upper slot  | Memory Stick™ |
| | Memory Stick PRO™ |
| | Memory Stick Duo™ |
| | Memory Stick PRO Duo™ |
| Lower slot  | Memory Stick Micro™ (Adapter required) |
| | SD |
|  | SDHC |
| | MultiMedia Card |
| | MultiMedia Card plus |
| | mini SD (Adapter required) |
| | micro SD (Adapter required) |
| | micro SDHC (Adapter required) |
| | MultiMedia Card mobile (Adapter required) |

! IMPORTANT

DO NOT insert a Memory Stick Duo™ into the lower SD slot. Doing this may cause damage to the machine.

PHOTO CAPTURE key lights:



- **PHOTO CAPTURE** light is on, the memory card or USB Flash memory drive is properly inserted.
- **PHOTO CAPTURE** light is off, the memory card or USB Flash memory drive is not properly inserted.
- **PHOTO CAPTURE** light is blinking, the memory card or USB Flash memory drive is being read or written to.

! IMPORTANT

DO NOT unplug the power cord or remove the memory card or USB Flash memory drive from the media drive (slot) or USB direct interface while the machine is reading or writing to the memory card or USB Flash memory drive (the **PHOTO CAPTURE** key is blinking). You will lose your data or damage the card.

The machine can only read one memory card or USB Flash memory drive at a time.

Print Images

View Photos

You can preview your photos on the LCD before you print them. If your photos are large files there may be a delay before each photo is displayed on the LCD.

- 1 Make sure you have put the memory card or USB Flash memory drive in the proper slot.

Press  **(PHOTO CAPTURE)**.

- 2 Press **View Photo(s)**.

Do one of the following:

- If you want to choose photos to print or print more than one for an image, go to step ③.

- If you want to print all photos, press .

Press **Yes** to confirm.

Go to step ⑥.



Note

- Four thumbnails are displayed at a time with the current page number and total number of pages listed under the thumbnails.
- Press **◀** or **▶** repeatedly to scroll through all photos. Hold down **◀** or **▶** to fast-forward and fast-rewind through the thumbnail pages.
- Press  to start Slide Show.

- 3 Press a photo from the thumbnail.

- 4 Enter the number of copies you want either by pressing the number box and entering the number of copies or by pressing **+** or **-**.
Press **OK**.

- 5 Repeat step ③ and ④ until you have chosen all the photos that you want to print.

- 6 After you have chosen all the photos, press **OK**. You now have the following options:

- To add the **Auto Correct** effect to your chosen photos, press .

(See *Enhance Photos* in chapter 8 of the *Advanced User's Guide*.)

- If you want to change the print settings, press **Print Setting**. (See page 61.)

- If you do not want to change any settings, go to step ⑦.

- 7 Press **Color Start** to print.

PhotoCapture Center™ print settings

You can change the print settings for the next printing.

These settings are temporary, and the machine returns to its default settings 3 minutes after printing, unless you have set the Mode Timer to 2 minutes or less. (See *Mode Timer* in chapter 1 of the *Advanced User's Guide*.)



Note

You can save the print settings you use most often by setting them as the default. (See *Setting your changes as the new default* in chapter 8 of the *Advanced User's Guide*.)



How to scan to a memory card or USB Flash memory drive

You can scan black & white and color documents into a memory card or USB Flash memory drive. Black & white documents will be stored in PDF (*.PDF) or TIFF (*.TIF) file formats. Color documents may be stored in PDF (*.PDF) or JPEG (*.JPG) file formats. The factory setting is Color 200 dpi and the default file format is PDF. The machine automatically creates file names based on the current date. (For details, see the *Quick Setup Guide*.) For example, the fifth image scanned on July 1, 2011 would be named 07011105.PDF. You can change the color and quality.

| Quality | Selectable File Format |
|---------------|------------------------|
| Color 100 dpi | JPEG / PDF |
| Color 200 dpi | JPEG / PDF |
| Color 300 dpi | JPEG / PDF |
| Color 600 dpi | JPEG / PDF |
| B/W 100 dpi | TIFF / PDF |
| B/W 200 dpi | TIFF / PDF |
| B/W 300 dpi | TIFF / PDF |

- 1 Make sure you have put the memory card or USB Flash memory drive in the proper slot.

! IMPORTANT

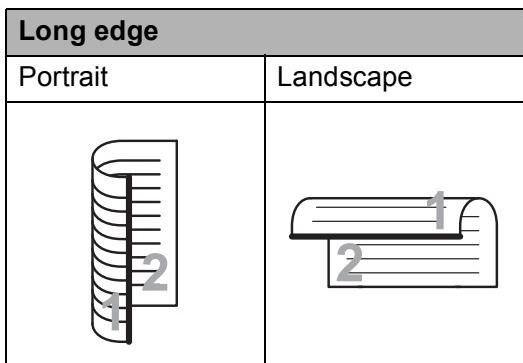
DO NOT take out the memory card or USB Flash memory drive while **PHOTO CAPTURE** is blinking to avoid damaging the card, USB Flash memory drive or the data stored on them.

2 Do one of the following:

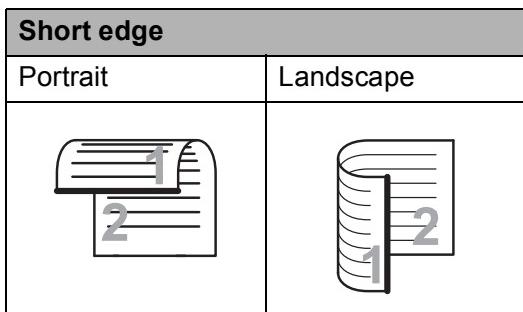
- If you want to scan a 2-sided document, load your document in the ADF.
Press **Stop/Exit** to return to Ready mode.
Press **Duplex**, and then press **Scan**.
Go to step **③**.
- If you want to scan a single-sided document, load your document and press  **(SCAN)**.
Go to step **④**.

3 Do one of the following:

- If your document is flipped on the long edge, press
DuplexScan : LongEdge.



- If your document is flipped on the short edge, press
DuplexScan : ShortEdge.



4 Press  to Media.

5 Do one of the following:

- To change the quality, press **◀** or **▶** to display **Quality**.
Press **Quality** and choose
Color 100 dpi,
Color 200 dpi,
Color 300 dpi,
Color 600 dpi, B/W 100 dpi,
B/W 200 dpi or B/W 300 dpi.
- To change the file type, press **◀** or **▶** to display **File Type**.
Press **File Type** and choose **PDF**,
JPEG or **TIFF**.

 **Note**

If you are using the scanner glass of the machine you can change the glass scan size.
Press **◀** or **▶** to display **Glass Scan Size** and choose **Letter**, **Legal**, **Ledger**, **A3** or **A4**.

- If you want to change the file name, press **◀** or **▶** to display **File Name**.
Press **File Name** and enter the file name.
You can only change the first 6 characters.
Press **OK**.
- To start scanning without changing additional settings, go to step **⑥**.

 **Note**

- If you chose color in the resolution setting, you cannot choose **TIFF**.
- If you chose black & white in the resolution setting, you cannot choose **JPEG**.

6 Press **Black Start** or **Color Start**.

 **Note**

- You can scan a 2-sided document up to Legal size from the ADF.
- You can place multiple documents on the scanner glass and scan them as separate files. (See *Auto Crop* in chapter 8 of the *Advanced User's Guide*.)

Printing a document

The machine can receive data from your computer and print it. To print from a computer, install the printer driver.

(See *Printing for Windows®* or *Printing and Faxing for Macintosh* in the *Software User's Guide* for details about the print settings.)

- 1 Install the Brother printer driver on the Installation CD-ROM. (See the *Quick Setup Guide*.)
- 2 From your application, choose the Print command.
- 3 Choose the name of your machine in the Print dialog box and click **Properties**.
 - **Media Type**
 - **Print Quality**
 - **Paper Size**
 - **Orientation**
 - **Color/Grayscale**
 - **Ink Save Mode**
 - **Scaling**
- 4 Click **OK**.
- 5 Click **OK** to begin printing.

Scanning a document

There are several ways to scan documents. You can use the **SCAN** key on the machine or the scanner drivers on your computer.

- 1 To use the machine as a scanner, install a scanner driver. If the machine is on a Network, configure it with a TCP/IP address.
 - Install the scanner drivers on the Installation CD-ROM. (See the *Quick Setup Guide* and *Scanning* in the *Software User's Guide*.)
 - Configure the machine with a TCP/IP address if network scanning does not work. (See *Configuring Network Scanning* in the *Software User's Guide*.)
- 2 Load your document. (See *How to load documents* on page 28.)
 - Use the ADF to scan multiple pages of documents or 2-sided documents. It feeds each sheet automatically.
 - Use the scanner glass to scan a page of a book or one sheet at a time.
- 3 Do one of the following:
 - To scan using the **SCAN** key, go to *Scanning using the SCAN key*.
 - To scan using a scanner driver at your computer, go to *Scanning using a scanner driver*.

Scanning using the SCAN key

For more information, see *Using the Scan key* in the *Software User's Guide*.

- 1 Press  (**SCAN**).
- 2 Choose the SCAN mode you want.
 - to File
 - to Media
 - to Network
 - to FTP
 - to Email
 - to OCR¹
 - to Image

¹ (Macintosh users)

This function is available after you download and install Presto! PageManager from http://nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang.dmg

- 3 (For network users)

Choose the computer you want to send the data to.
- 4 Press **Start** to begin scanning.

Scanning using a scanner driver

For more information, see *Scanning a document using the TWAIN driver* or *Scanning a document using the WIA driver* in the *Software User's Guide*.

- 1 Start a scanning application and click the **Scan** button.
- 2 Adjust the settings such as **Resolution**, **Brightness** and **Scan Type** in the **Scanner Setup** dialog box.
- 3 Click **Start** or **Scan** to begin scanning.

A

Routine maintenance

Replacing the ink cartridges

Your machine is equipped with an ink dot counter. The ink dot counter automatically monitors the level of ink in each of the four cartridges. When the machine detects an ink cartridge is running out of ink, the machine will tell you with a message on the LCD.

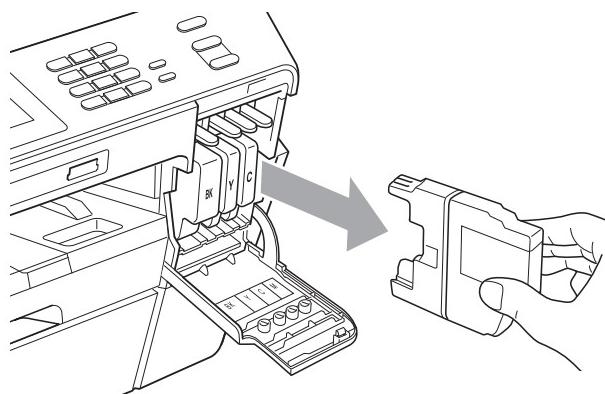
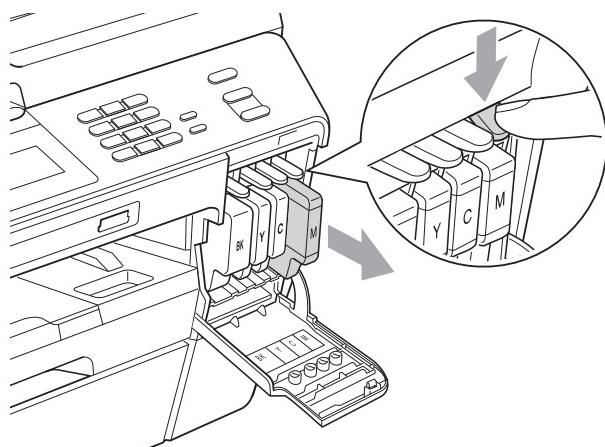
The LCD will tell you which ink cartridge is low or needs replacing. Be sure to follow the LCD prompts to replace the ink cartridges in the correct order.

Even though the machine tells you to replace an ink cartridge, there will be a small amount of ink left in the ink cartridge. It is necessary to keep some ink in the ink cartridge to prevent air from drying out and damaging the print head assembly.

! IMPORTANT

Brother strongly recommends that you do not refill the ink cartridges provided with your machine. We also strongly recommend that you continue to use only Genuine Brother Brand replacement ink cartridges. Use or attempted use of potentially incompatible ink and/or cartridges in the Brother machine may cause damage to the machine and/or may result in unsatisfactory print quality. Our warranty coverage does not apply to any problem that is caused by the use of unauthorized third-party ink and/or cartridges. To protect your investment and obtain premium performance from the Brother machine, we strongly recommend the use of Genuine Brother Supplies.

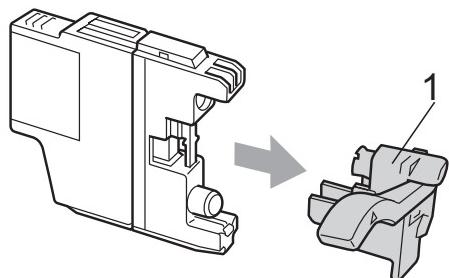
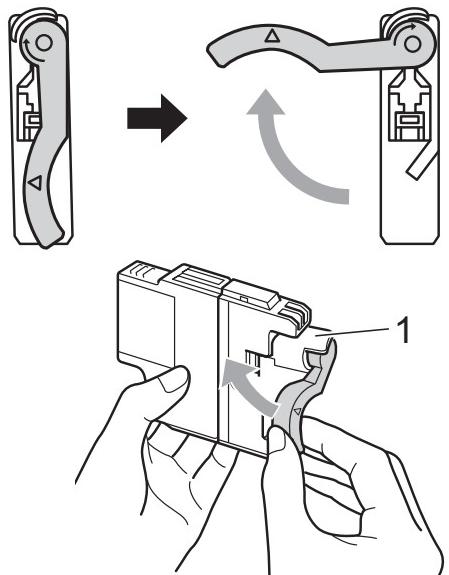
- 1 Open the ink cartridge cover. If one or more of the ink cartridges have reached the end of their life, the LCD shows **B&W Print Only** or **Cannot Print**.
- 2 Press the lock release lever as shown to release the cartridge for the color indicated on the LCD. Remove the cartridge from the machine.



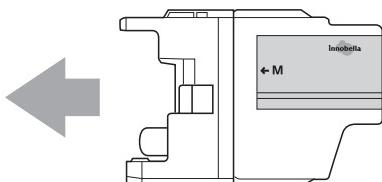
- 3 Open the new ink cartridge bag for the color shown on the LCD, and then take out the ink cartridge.

A

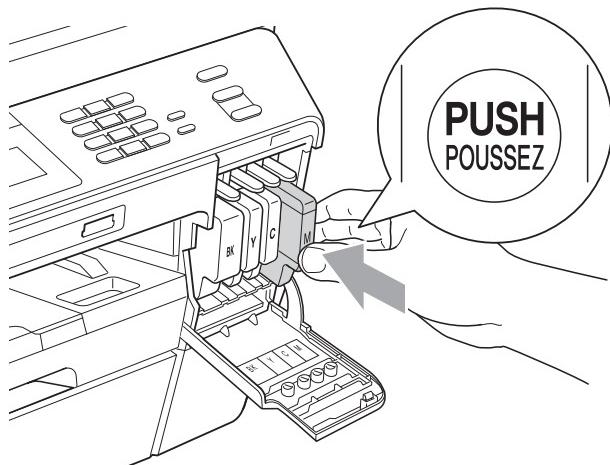
- 4 Turn the green release lever on the orange protective packing (1) clockwise until it clicks to release the vacuum seal. Then remove the orange protective packing as shown.



- 5 Each color has its own correct position. Insert the ink cartridge in the direction of the arrow on the label.



- 6 Gently push the back of the ink cartridge marked "PUSH" until it clicks, and then close the ink cartridge cover.



- 7 The machine will automatically reset the ink dot counter.

 **Note**

- If you replaced an ink cartridge, for example Black, the LCD may ask you to verify that it was a brand new one (for example, Did You Change **BK** Black). For each new cartridge you installed, press Yes to automatically reset the ink dot counter for that color. If the ink cartridge you installed is not a brand new one, be sure to press No.
- If the LCD shows **No Ink Cartridge** or **Cannot Detect** after you install the ink cartridges, check that the ink cartridges are installed properly. Remove the ink cartridge and reinstall it slowly until it clicks.

 **CAUTION**

If ink gets in your eyes, wash it out with water at once and call a doctor if you are concerned.

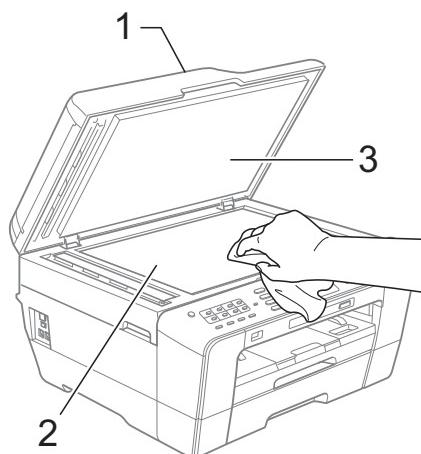
! IMPORTANT

- DO NOT take out ink cartridges if you do not need to replace them. If you do so, it may reduce the ink quantity and the machine will not know the quantity of ink left in the cartridge.
- DO NOT touch the cartridge insertion slots. If you do so, the ink may stain your skin.
- If ink gets on your skin or clothing immediately wash it off with soap or detergent.
- If you mix the colors by installing an ink cartridge in the wrong position, clean the print head several times after correcting the cartridge installation.
- Once you open an ink cartridge, install it in the machine and use it up within six months of installation. Use unopened ink cartridges by the expiration date written on the cartridge package.
- DO NOT dismantle or tamper with the ink cartridge; this can cause the ink to leak out of the cartridge.

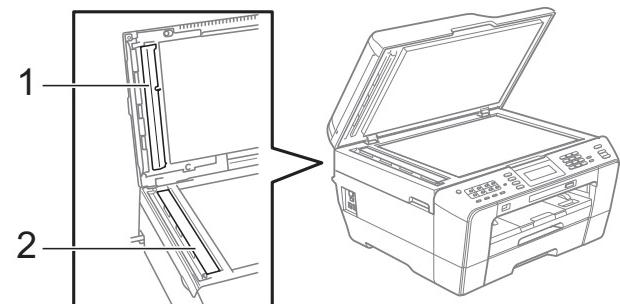
Cleaning and checking the machine

Cleaning the scanner

- 1 Unplug the machine from the AC power outlet.
- 2 Lift the document cover (1). Clean the scanner glass (2) and the white plastic (3) with a soft lint-free cloth moistened with a non-flammable glass cleaner.

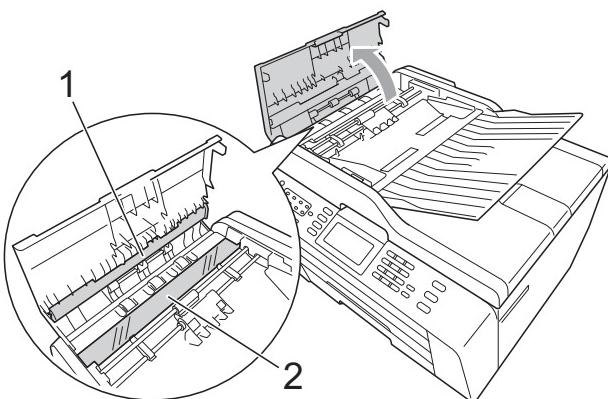


- 3 In the ADF unit, clean the white bar (1) and the glass strip (2) with a soft lint-free cloth moistened with a non-flammable glass cleaner.



A

- 4 Close the document cover and open the ADF cover.
Clean the white bar (1) and the glass strip (2) with a soft lint-free cloth moistened with a non-flammable glass cleaner.



- 5 Close the ADF cover.
- 6 Re-connect the power cord.

Note

In addition to cleaning the scanner glass and glass strip with a non-flammable glass cleaner, run your fingertip over the glass to see if you can feel anything on it. If you feel dirt or debris, clean the glass again concentrating on that area. You may need to repeat the cleaning process three or four times. To test, make a copy after each cleaning attempt.



When there is a spot of dirt or correction fluid on the glass strip the printed sample shows a vertical line.



After the glass strip is cleaned the vertical line is gone.

Cleaning the print head

To maintain good print quality, the machine will automatically clean the print head when needed. You can start the cleaning process manually if there is a print quality problem.

Clean the print head and ink cartridges if you get a horizontal line in the text or graphics, or blank text on your printed pages. You can clean Black only, three colors at a time (Yellow/Cyan/Magenta), or all four colors at once.

Cleaning the print head consumes ink. Cleaning too often uses ink unnecessarily.

IMPORTANT

DO NOT touch the print head. Touching the print head may cause permanent damage and may void the print head's warranty.

- 1 Press .
- 2 Press Cleaning.
- 3 Press Black, Color or All.
The machine cleans the print head.
When cleaning is finished, the machine will go back to the Ready screen automatically.



Note

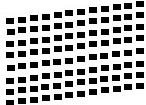
If you clean the print head at least five times and the print has not improved, try installing a new Genuine Brother Brand replacement ink cartridge for each problem color. Try cleaning the print head again up to five more times. If the print has not improved call Brother Customer Service. (See *Brother numbers* on page i.)

Checking the print quality

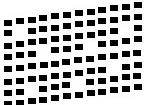
If faded or streaked colors and text appear on your printouts, some of the print head nozzles may be clogged. You can check this by printing the Print Quality Check Sheet and looking at the nozzle check pattern.

- 1 Press .
- 2 Press Test Print.
- 3 Press Print Quality.
- 4 Press **Color Start**.
The machine begins printing the Print Quality Check Sheet.
- 5 Check the quality of the four color blocks on the sheet.
- 6 The LCD asks you if the print quality is OK.
Do one of the following:
 - If all lines are clear and visible, press Yes to finish the Print Quality check and go to step 10.
 - If you can see missing short lines as shown below, press No.

OK



Poor



- 7 The LCD asks you if the print quality is OK for black and the three colors.
Press Yes or No.
- 8 The LCD asks you if you want to start cleaning.
Press **Color Start**.
The machine starts cleaning the print head.

- 9 After cleaning is finished, press **Color Start**.

The machine starts printing the Print Quality Check Sheet again and then return to step 5.

- 10 Press **Stop/Exit**.
If you repeat this procedure at least five times and the print quality is still poor, replace the ink cartridge for the clogged color.
After replacing the ink cartridge, check the print quality. If the problem still exists, repeat the cleaning and test print procedures at least five times for the new ink cartridge. If ink is still missing, call Brother Customer Service. (See *Brother numbers* on page i.)

! IMPORTANT

DO NOT touch the print head. Touching the print head may cause permanent damage and may void the print head's warranty.

Note



When a print head nozzle is clogged the printed sample looks like this.



After the print head nozzle is cleaned, the horizontal lines are gone.

A

Checking the print alignment

You may need to adjust the print alignment after transporting the machine if your printed text becomes blurred or images become faded.

- 1 Press .
- 2 Press **Test Print**.
- 3 Press **Alignment**.
- 4 Press **Black Start** or **Color Start**.
The machine starts printing the Alignment Check Sheet.
- 5 For the “A” pattern, press the number of the test print that has the least visible vertical stripes (1-9).
- 6 For the “B” pattern, press the number of the test print that has the least visible vertical stripes (1-9).
- 7 For the “C” pattern, press the number of the test print that has the least visible vertical stripes (1-9).
- 8 For the “D” pattern, press the number of the test print that has the least visible vertical stripes (1-9).
- 9 Press **Stop/Exit**.

B

Troubleshooting

Error and Maintenance messages

As with any sophisticated office product, errors may occur and consumable items may need to be replaced. If this happens, your machine identifies the problem and shows a message. The most common error and maintenance messages are shown below.

You can correct most errors and clear routine maintenance messages by yourself. If you need more help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

Visit us at <http://solutions.brother.com/>.

| Error Message | Cause | Action |
|-------------------------------|--|---|
| B&W Print Only Replace Ink | <p>One or more of the color ink cartridges have reached the end of their life.</p> <p>You can use the machine in black & white mode for approximately four weeks depending on the number of pages you print.</p> <p>While this message appears on the LCD, each operation works in the following way:</p> <ul style="list-style-type: none">■ Printing<ul style="list-style-type: none">If you click Grayscale in the Advanced tab of the printer driver you can use the machine as a black & white printer.■ Copying<ul style="list-style-type: none">If the paper type is set to Plain Paper you can make copies in black & white.Duplex copy is not available when this message appears.■ Faxing<ul style="list-style-type: none">If the paper type is set to Plain Paper or Inkjet Paper, the machine will receive and print the faxes in black & white.If a sending machine has a color fax, the machine's "handshake" will ask that the fax be sent as black & white.If the paper type is set to Other Glossy, Brother BP71 or Brother BP61 the machine will stop all print operations. | <p>Replace the ink cartridges. (See <i>Replacing the ink cartridges</i> on page 65.)</p> <p><i>If you unplug the machine or take out the ink cartridge, you cannot use the machine until you change to a new ink cartridge.</i></p> |

| Error Message | Cause | Action |
|-----------------------------|---|--|
| Cannot Detect | You installed a new ink cartridge too quickly and the machine did not detect it. | Take out the new ink cartridge and re-install it slowly until it clicks. |
| | If you are not using Genuine Brother Innobella™ ink the machine may not detect the ink cartridge. | Use a new Genuine Brother Innobella™ Ink Cartridge. If the error is not cleared, call Brother Customer Service. |
| | An ink cartridge is not installed properly. | Take out the new ink cartridge and re-install it slowly until it clicks. (See <i>Replacing the ink cartridges</i> on page 65.) |
| Cannot Print Replace Ink | One or more of the ink cartridges have reached the end of their life. The machine will stop all print operations. While memory is available, black and white faxes will be stored in the memory. If a sending machine has a color fax, the machine's "handshake" will ask that the fax be sent as black & white. If the sending machine has the ability to convert it, the color fax will be stored in the memory as a black & white fax. | Replace the ink cartridges. (See <i>Replacing the ink cartridges</i> on page 65.) |
| Comm.Error | Poor telephone line quality caused a communication error. | Send the fax again or connect the machine to another telephone line. If the problem continues, call the telephone company and ask them to check your telephone line. |
| Connection Fail | You tried to poll a fax machine that is not in Polled Waiting mode. | Check the other fax machine's polling setup. |
| Cover is Open. | The scanner cover is not completely closed. | Lift the scanner cover and then close it again. |
| | The ADF cover is not completely closed. | Open the ADF cover and then close it again. |
| | The ink cartridge cover is not completely closed. | Firmly close the ink cartridge cover until it clicks. |
| Data Remaining | Print data is left in the machine's memory. | Press Stop/Exit . The machine will cancel the job and clear it from the memory. Try to print again. |
| Disconnected | The other person or other person's fax machine stopped the call. | Try to send or receive again. If calls are stopped repeatedly and you are using a VoIP (Voice over IP) system, try changing the Compatibility to Basic (for VoIP). (See <i>Telephone line interference / VoIP</i> on page 98.) |
| Document Jam/too Long | The document was not inserted or fed properly, or the document scanned from the ADF was too long. | (See <i>Using the ADF</i> on page 28.) (See <i>Document jam</i> on page 80.) |

| Error Message | Cause | Action |
|-------------------|--|---|
| DR Mode in Use | The machine is set to Distinctive Ring mode. You cannot change the Receive Mode from Manual to another mode. | Set Distinctive Ring to Off. (See <i>Turning off Distinctive Ring</i> on page 44.) |
| High Temperature | The print head is too warm. | Allow the machine to cool down. |
| Hub is Unusable. | A Hub or USB Flash memory drive with Hub has been connected to the USB direct interface. | A Hub or USB Flash memory drive with Hub are not supported. Unplug the device from the USB direct interface. |
| Image Too Long. | The proportions of your photo are irregular so effects could not be added. | Choose a regularly proportioned image. |
| Image Too Small. | The size of your photo is too small to trim. | Choose a larger image. |
| Ink Absorber Full | <p>The ink absorber box or flushing box is full. These components are periodic maintenance items that may require replacement after a period of time to ensure optimum performance from your Brother machine. The need to replace these items and the time period before replacement is dependent on the number of purges and flushes required to clean the ink system. These boxes acquire amounts of ink during the different purging and flushing operations. The number of times a machine purges and flushes for cleaning varies depending on different situations. For example, frequently powering the machine on and off will cause numerous cleaning cycles since the machine automatically cleans upon power up. The use of non-Brother ink may cause frequent cleanings because non-Brother ink could cause poor print quality which is resolved by cleaning. The more cleaning the machine requires the faster these boxes will fill up.</p> <p> Note</p> <p><i>Repairs resulting from the use of non-Brother supplies may not be covered under the stated product warranty.</i></p> | <p>The ink absorber box or flushing box will need to be replaced. Contact Brother Customer Service or a Brother Authorized Service Center to have your machine serviced. (See <i>Brother numbers</i> on page i.)</p> <p>Other reasons for cleaning are:</p> <ol style="list-style-type: none"> 1 Machine automatically cleans after clearing a printer jam. 2 Machine automatically cleans after sitting idle for more than 45 days (infrequent use). |

| Error Message | Cause | Action |
|-----------------------|--|---|
| Ink Absorber NearFull | The ink absorber box or flushing box is nearly full. | The ink absorber box or flushing box will need to be replaced soon. Call Brother Customer Service or a Brother Authorized Service Center to have your machine serviced. (See <i>Brother numbers</i> on page i.) |
| Ink low | One or more of the ink cartridges are near the end of their life. If one of the color ink cartridges is near the end of its life and a sending machine has a color fax to send, your machine's "handshake" will ask that the fax be sent as black & white. If the sending machine has the ability to convert it, the color fax will be printed at your machine as a black & white fax. | Order a new ink cartridge. You can continue printing until the LCD shows <i>Cannot Print</i> . (See <i>Ordering accessories and supplies</i> on page ii and <i>Replacing the ink cartridges</i> on page 65.) |
| Low Temperature | The print head is too cold. | Allow the machine to warm up. |
| Media Error | The memory card is either corrupted, improperly formatted, or there is a problem with the memory card. | Put the card firmly into the slot again to make sure it is in the correct position. If the error remains, check the media drive (slot) of the machine by putting in another memory card that you know is working. |
| Media is Full. | The memory card or USB Flash memory drive you are using has no available space or already contains 999 files. | Your machine can only save to your memory card or USB Flash memory drive if it contains less than 999 files. Delete unused files to free some space and try again. |
| No Caller ID | There is no incoming call history. You did not receive calls or you have not subscribed to the Caller ID service from your telephone company. | If you want to use the Caller ID feature call your telephone company. (See <i>Caller ID</i> in chapter 5 of the <i>Advanced User's Guide</i> .) |
| No File | The memory card or USB Flash memory drive in the media drive does not contain a .JPG file. | Put the correct memory card or USB Flash memory drive into the slot again. |
| No Ink Cartridge | An ink cartridge is not installed properly. | Take out the new ink cartridge and re-install it slowly until it clicks. (See <i>Replacing the ink cartridges</i> on page 65.) |

| Error Message | Cause | Action |
|------------------|--|---|
| No Paper Fed | The machine is out of paper or paper is not properly loaded in the paper tray. | <p>Do one of the following:</p> <ul style="list-style-type: none"> ■ Refill the paper in the paper tray, and then press Black Start or Color Start. ■ Remove the paper and load it again, and then press Black Start or Color Start. (See <i>Loading paper and other print media</i> on page 10.) |
| | The paper is jammed in the machine. | <p>Remove the jammed paper by following the steps in <i>Printer jam or paper jam</i> on page 81.</p> |
| | | <p>If you see this error often when making a duplex copy or duplex print, the paper feed rollers may be stained with ink. Clean the paper feed rollers. (See <i>Cleaning the paper feed rollers</i> in <i>appendix A</i> of the <i>Advanced User's Guide</i>.)</p> |
| | Paper powder has accumulated on the surface of the paper pick-up rollers and the back sides of the paper feed rollers. | <p>Clean the paper pick-up rollers and the back sides of the paper feed rollers. (See <i>Cleaning the paper pick-up rollers</i> in <i>appendix A</i> of the <i>Advanced User's Guide</i>.)</p> |
| | The Jam Clear Cover is not closed properly. | <p>Make sure the Jam Clear Cover is closed evenly at both ends. (See <i>Printer jam or paper jam</i> on page 81.)</p> |
| | The paper was not inserted in the center position of the manual feed slot. | <p>Remove the paper and re-insert it in the center of the manual feed slot, and then press Black Start or Color Start. (See <i>Loading paper in the manual feed slot</i> on page 17.)</p> |
| No Response/Busy | The number you dialed does not answer or is busy. | Verify the number and try again. |
| Not Registered | You tried to access a One Touch or Speed Dial number that is not programmed. | Set up the One Touch or Speed Dial number. (See <i>Storing One Touch Dial numbers</i> on page 50 and <i>Storing Speed Dial numbers</i> on page 51.) |

| Error Message | Cause | Action |
|-------------------------|---|--|
| Out of Fax Memory | The fax memory is full. | <p>Do one of the following:</p> <ul style="list-style-type: none"> ■ Clear the data in the memory. To gain extra memory, you can turn off Memory Receive. (See <i>Turning off Memory Receive operations</i> in chapter 4 of the <i>Advanced User's Guide</i>.) ■ Print the faxes that are in the memory. (See <i>Printing a fax from the memory</i> in chapter 4 of the <i>Advanced User's Guide</i>.) |
| Out of Memory | The machine's memory is full. | <p>If a copy operation is in process: Press Stop/Exit and wait until the other operations finish, and then try again.</p> |
| | The memory card or USB Flash memory drive you are using does not have enough free space to scan the document. | Delete unused files from your memory card or USB Flash memory drive to make some free space and then try again. |
| Paper Jam [Front] | Paper is jammed in the machine. | <p>Remove the jammed paper by following the steps in <i>Paper is jammed at the front of the machine</i> on page 81.</p> <p>Make sure the paper length guide is set to the correct paper size. DO NOT extend the paper tray when you load A5 or smaller size paper.</p> |
| Paper Jam [Front, Rear] | Paper is jammed in the machine. | <p>Remove the jammed paper by following the steps in <i>Paper is jammed at the front and back of the machine</i> on page 83.</p> <p>Make sure the paper length guide is set to the correct paper size. DO NOT extend the paper tray when you load A5 or smaller size paper.</p> |
| | <p>More than one sheet of paper was placed in the manual feed slot. —OR— Another sheet of paper was placed in the manual feed slot before the LCD showed Put paper in Manual Feed Slot Then Press Start.</p> | <p>Do not put more than one sheet of paper in the manual feed slot at any one time. Wait until the LCD shows Put paper in Manual Feed Slot Then Press Start before you feed the next sheet of paper in the manual feed slot.</p> <p>Remove the jammed paper by following the steps in <i>Paper is jammed at the front and back of the machine</i> on page 83.</p> |

| Error Message | Cause | Action |
|--|---|--|
| Paper Jam [Rear] | Paper is jammed in the machine. | <p>Remove the jammed paper by following the steps in <i>Paper is jammed at the back of the machine</i> on page 82.</p> <p>Make sure the paper length guide is set to the correct paper size.</p> <p>DO NOT extend the paper tray when you load A5 or smaller size paper.</p> |
| | Paper powder has accumulated on the surface of the paper pick-up rollers and the back sides of the paper feed rollers. | Clean the paper pick-up rollers and the back sides of the paper feed rollers. (See <i>Cleaning the paper pick-up rollers</i> in appendix A of the <i>Advanced User's Guide</i> .) |
| Touchscreen initialization failed | The Touchscreen was pressed before the power on initialization was completed. | Make sure that nothing is touching or resting on the Touchscreen. |
| | Debris may be stuck between the lower part of the touchscreen and its frame. | Insert a piece of stiff paper between the lower part of the touchscreen and its frame and slide it back and forth to push out the debris. |
| Unable to Clean XX Unable to Init. XX Unable to Print XX Unable to Scan XX | <p>The machine has a mechanical problem.</p> <p>—OR—</p> <p>A foreign object such as a paper clip or ripped paper is in the machine.</p> | <p>Open the scanner cover and remove any foreign objects and paper scraps from inside the machine. If the error message continues, disconnect the machine from the power for several minutes and reconnect it.</p> <p>(The machine can be turned off for approximately 24 hours without losing faxes stored in the memory. See <i>Transferring your faxes or Fax Journal report</i> on page 79.)</p> |
| Unusable Device Disconnect device from front connector & turn machine off & then on | A broken device has been connected to the USB direct interface. | Unplug the device from the USB direct interface, then press On/Off to turn the machine off and then on again. |
| Unusable Device Please Disconnect USB Device. | <p>A USB device or USB Flash memory drive that is not supported has been connected to the USB direct interface.</p> <p>For more information, visit us at http://solutions.brother.com/.</p> | Unplug the device from the USB direct interface. Turn the machine off and then on again. |
| Wrong Ink Color | A color ink cartridge has been installed in the Black ink cartridge position. | Check which ink cartridges are not matched by color to their ink cartridge positions and move them to their proper positions. |

| Error Message | Cause | Action |
|--------------------|---|---|
| Wrong Paper Size | The Paper Size setting does not match the size of paper in the tray. Or, you did not set the paper guides in the tray to the indicators for the paper size you are using. | <p>1 Check that the paper size you choose matches the size of paper in the tray.</p> <p>2 Make sure you loaded the paper in a Portrait position, by setting the paper guides at the indicators for your paper size.</p> <p>3 After you have checked the paper size and the paper position, press Black Start or Color Start to continue printing.</p> |
| Wrong Tray Setting | The machine's Paper Size and Tray Use settings do not match the size of paper in the tray you are using. | <p>1 Press Tray Setting, and make sure the machine's Paper Size and Tray Use settings match the size of paper in the tray you are using. (See <i>Paper Size and Type</i> on page 22 and <i>Tray use in COPY mode</i> on page 22.)</p> <p>2 After you have checked the paper size and tray use settings, press Black Start or Color Start to continue printing.</p> |

Error animation

Error animations display step-by-step instructions when paper gets jammed. You can read the steps at your own pace by pressing ▶ to see the next step and ◀ to go backward.

Transferring your faxes or Fax Journal report

If the LCD shows:

- Unable to Clean XX
- Unable to Init. XX
- Unable to Print XX
- Unable to Scan XX

We recommend transferring your faxes to another fax machine or to your PC. (See *Transferring faxes to another fax machine* on page 79 or *Transferring faxes to your PC* on page 79.)

You can also transfer the Fax Journal report to see if there are any faxes you need to transfer. (See *Transferring the Fax Journal report to another fax machine* on page 80.)

Transferring faxes to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode. (See *Set your Station ID* in the *Quick Setup Guide*.)

- 1 Press **Stop/Exit** to interrupt the error temporarily.
- 2 Press **MENU**.
- 3 Press **▲** or **▼** to display **Service**.
- 4 Press **Service**.
- 5 Press **Data Transfer**.
- 6 Press **Fax Transfer**.

7

Do one of the following:

- If the LCD shows **No Data**, there are no faxes left in the machine's memory.
Press **Stop/Exit**.
- Enter the fax number to which faxes will be forwarded.

8

Press **Black Start**.

Transferring faxes to your PC

You can transfer the faxes from your machine's memory to your PC.

1

Press **Stop/Exit** to interrupt the error temporarily.

2

Make sure you have installed **MFL-Pro Suite** on your PC, and then turn on **PC-FAX Receiving** on the PC. (For details see *PC-FAX receiving* in the *Software User's Guide*.)

3

Make sure you have set **PC-Fax Receive** on the machine. (See *PC-Fax Receive (Windows® only)* in chapter 4 of the *Advanced User's Guide*.) If faxes are in the machine's memory when you set up **PC-Fax Receive**, the LCD will ask if you want to transfer the faxes to your PC.

4

Do one of the following:

- To transfer all faxes to your PC, press **Yes**. You will be asked if you want to also turn on backup print.
- To exit and leave the faxes in the memory, press **No**.

5

Press **Stop/Exit**.

B

Transferring the Fax Journal report to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode. (See *Set your Station ID* in the *Quick Setup Guide*.)

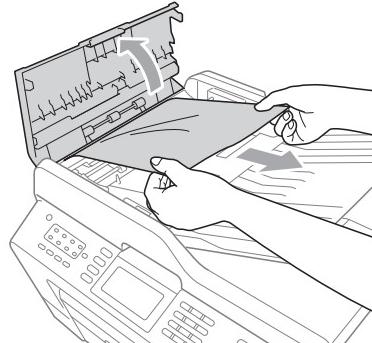
- 1 Press **Stop/Exit** to interrupt the error temporarily.
- 2 Press **MENU**.
- 3 Press **▲** or **▼** to display **Service**.
- 4 Press **Service**.
- 5 Press **Data Transfer**.
- 6 Press **Report Trans.**.
- 7 Enter the fax number to which the Fax Journal report will be forwarded.
- 8 Press **Black Start**.

Document jam

Documents can jam in the ADF unit if they are not inserted or fed properly, or if they are too long. Follow the steps below to clear a document jam.

Document is jammed in the top of the ADF unit

- 1 Take out any paper from the ADF that is not jammed.
- 2 Open the ADF cover.
- 3 Pull the jammed document out to the right.



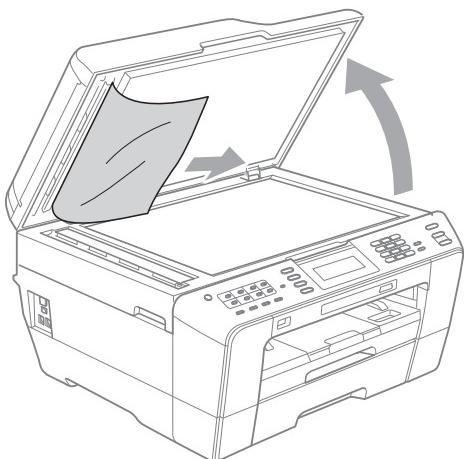
- 4 Close the ADF cover.
- 5 Press **Stop/Exit**.

! IMPORTANT

To avoid future document jams close the ADF cover properly by pressing it down in the middle.

Document is jammed inside the ADF unit

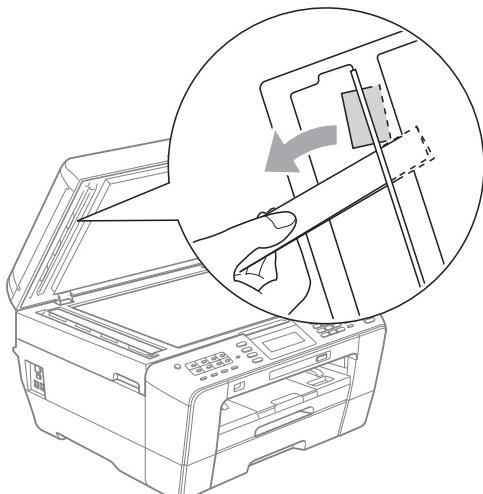
- 1 Take out any paper from the ADF that is not jammed.
- 2 Lift the document cover.
- 3 Pull the jammed document out to the right.



- 4 Close the document cover.
- 5 Press **Stop/Exit**.

Removing small documents jammed in the ADF

- 1 Lift the document cover.
- 2 Insert a piece of stiff paper, such as cardstock, into the ADF to push any small paper scraps through.



- 3 Close the document cover.
- 4 Press **Stop/Exit**.

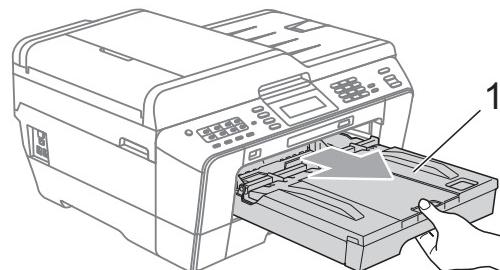
Printer jam or paper jam

Take out the jammed paper depending on where it is jammed in the machine.

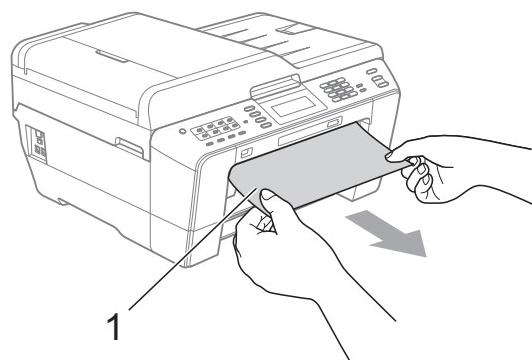
Paper is jammed at the front of the machine

If the LCD shows **Paper Jam [Front]**, follow these steps:

- 1 Unplug the machine from the AC power outlet.
- 2 Pull the paper tray (1) completely out of the machine.

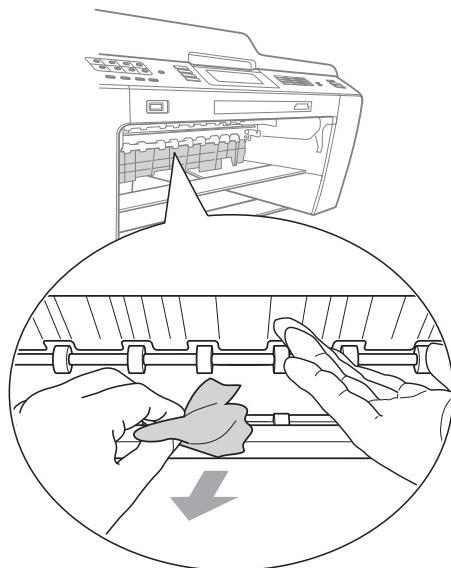


- 3 Pull out the jammed paper (1).

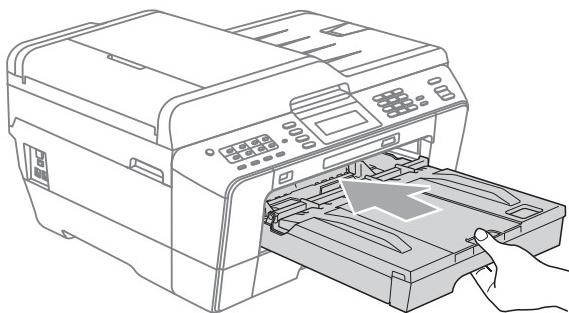


B

- 4 Lift the Jam Clear flap, and remove the jammed paper.



- 5 Put the paper tray firmly back in the machine.



Note

Make sure you pull out the paper support until it clicks.

- 6 Re-connect the power cord.

Note

If there is a repeat paper jam, a small piece of paper may be stuck in the machine. (See *Additional paper jam clear operations* on page 86.)

Paper is jammed at the back of the machine

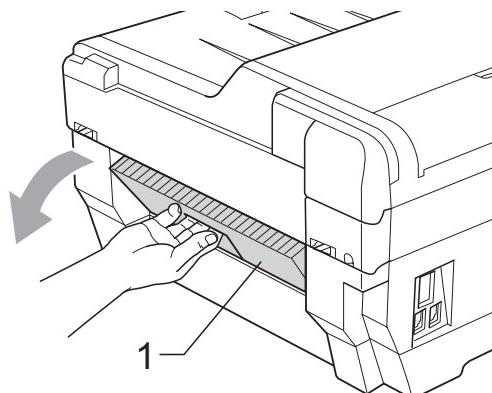
If the LCD shows Paper Jam [Rear], follow these steps:

- 1 Unplug the machine from the AC power outlet.

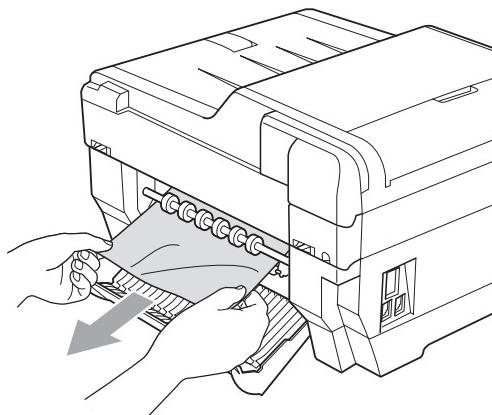
Note

Make sure you remove paper from the manual feed slot, and then close it.

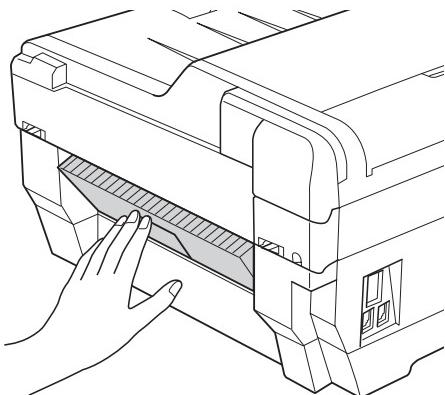
- 2 Open the Jam Clear Cover (1) at the back of the machine.



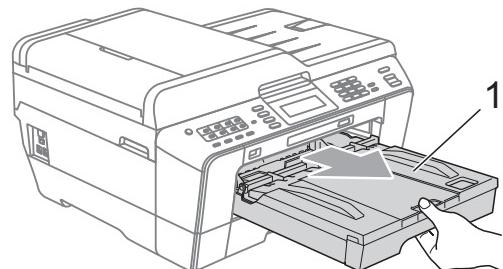
- 3 Pull the jammed paper out of the machine.



- 4 Close the Jam Clear Cover. Make sure the cover is closed properly.



- 2 Pull paper tray #1 (1) and then tray #2 (2) completely out of the machine.



- 5 Re-connect the power cord.

Paper is jammed at the front and back of the machine

If the LCD shows

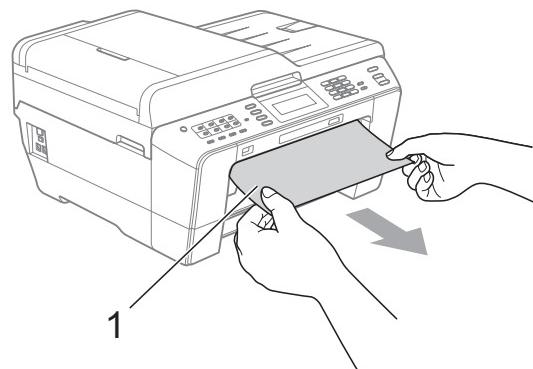
Paper Jam [Front, Rear], follow these steps:

- 1 Unplug the machine from the AC power outlet.



Note
Make sure you remove paper from the manual feed slot, and then close it.

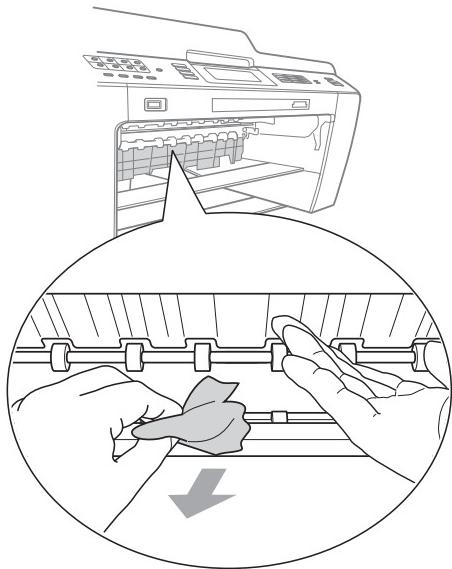
- 3 Pull out the jammed paper (1).



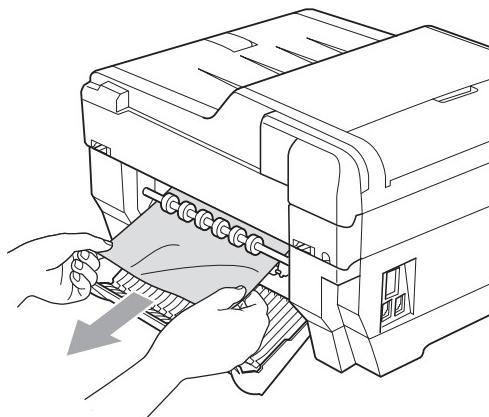
B



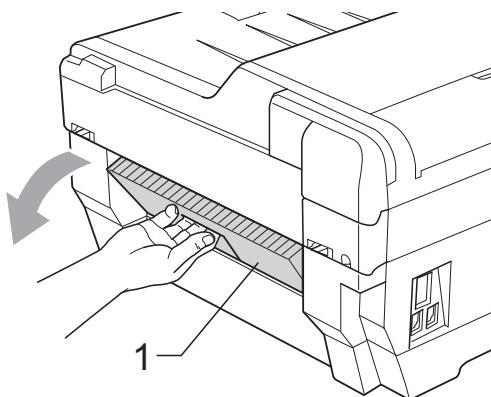
- 4 Lift the flap, and remove the jammed paper.
(With trays removed, go to step 5.)



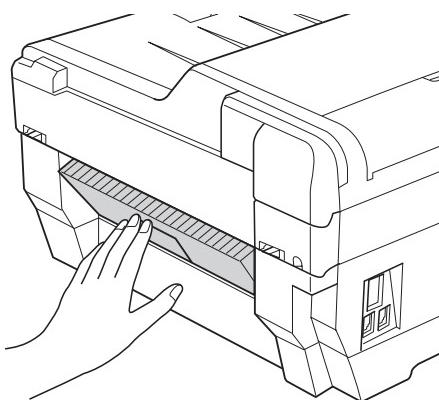
- 6 Pull the jammed paper out of the machine.



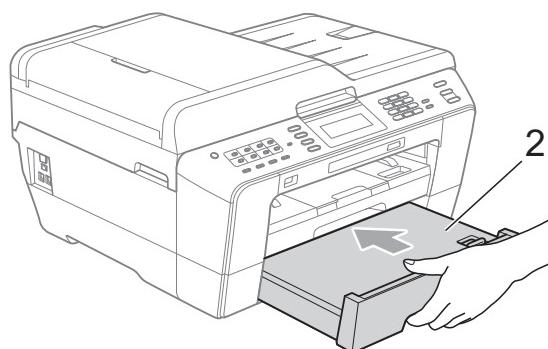
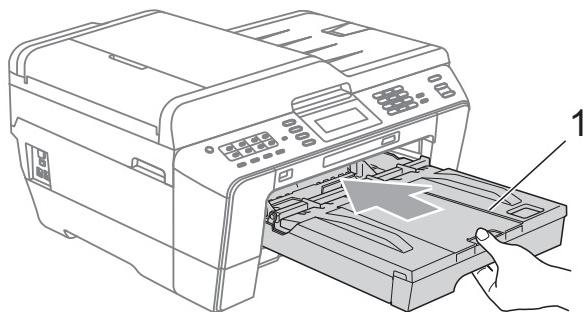
- 5 Open the Jam Clear Cover (1) at the back of the machine.



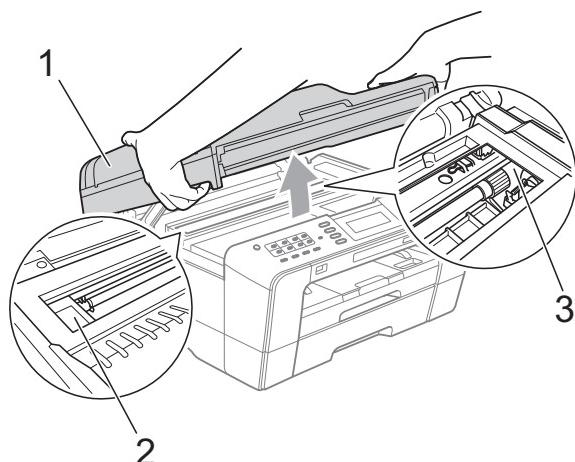
- 7 Close the Jam Clear Cover. Make sure the cover is closed properly.



- 8 Put paper tray #1 (1) and then tray #2 (2) firmly back in the machine.

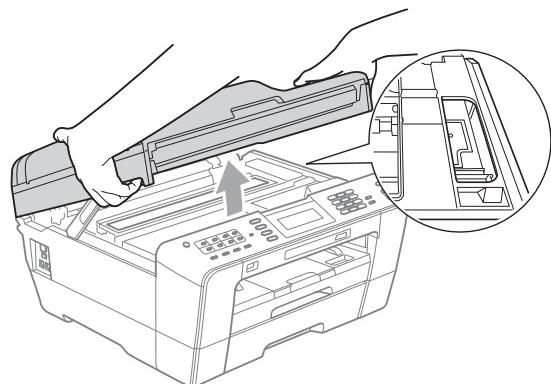


- 9 Using both hands, use the finger holds on each side of the machine to lift the scanner cover (1) into the open position. Move the print head (if necessary) to take out any paper remaining in this area. Make sure that jammed paper is not left in the corners of the machine (2) and (3).



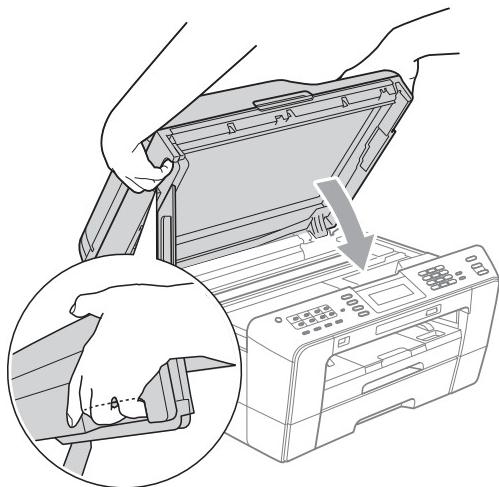
! IMPORTANT

- If the paper is jammed under the print head, unplug the machine from the power source, and then move the print head to take out the paper.
- If the print head is at the right corner as shown in the illustration, you cannot move the print head. Re-connect the power cord. Hold down **Stop/Exit** until the print head moves to the middle. Then unplug the machine from the power source and take out the paper.



- If ink gets on your skin or clothing immediately wash it off with soap or detergent.

- 10 Gently close the scanner cover using the finger holds on each side.



⚠ CAUTION

Be careful not to trap your fingers under the scanner cover.

Always use the finger holds provided on each side of the scanner cover when opening and closing it.

Note

Make sure you pull out the paper support until it clicks.

- 11 Re-connect the power cord.

Note

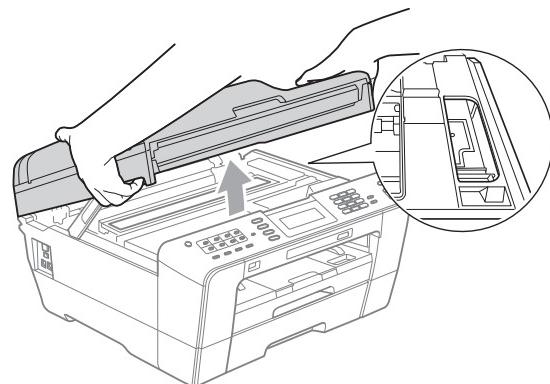
If there is a repeat paper jam, a small piece of paper may be stuck in the machine. (See *Additional paper jam clear operations* on page 86.)

Additional paper jam clear operations

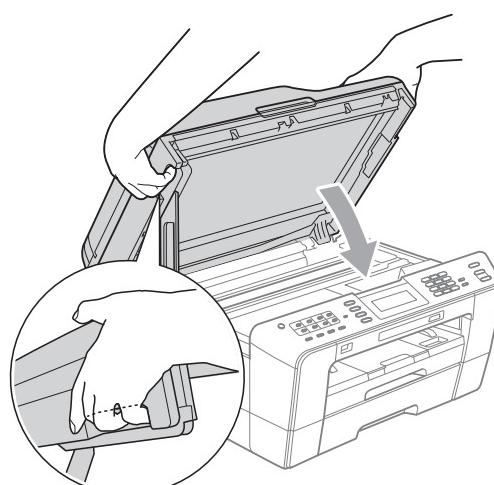
- 1 Using both hands, use the finger holds on each side of the machine to lift the scanner cover into the open position.

Note

If the print head is at the right corner as shown in the illustration, hold down **Stop/Exit** until the print head moves to the middle.



- 2 Unplug the machine from the AC power outlet.
- 3 Gently close the scanner cover using the finger holds on each side.

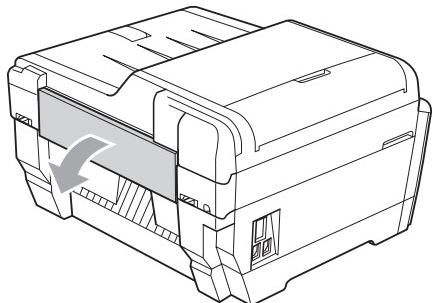


⚠ CAUTION

Be careful not to trap your fingers under the scanner cover.

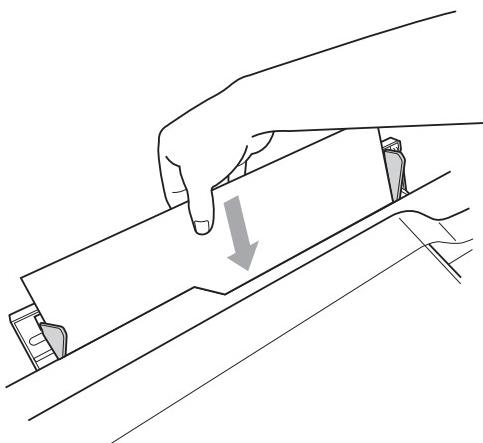
Always use the finger holds provided on each side of the scanner cover when opening and closing it.

- Open the manual feed slot cover.



- Put only one sheet of letter or A4 sized thick paper such as glossy paper in a Landscape position in the manual feed slot.

Push it into the manual feed slot.



B

Note

- We recommend you use glossy paper.
- If you don't push the paper deep into the manual feed slot, the machine will not feed it when you re-connect the power cord.

- Re-connect the power cord.
The paper you placed in the manual feed slot will be fed through the machine and ejected.

- Using both hands, use the finger holds on each side of the machine to lift the scanner cover into the open position.
Make sure that a piece of paper is not still jammed inside the machine.
Gently close the scanner cover using the finger holds on each side.

Troubleshooting

! IMPORTANT

For technical help, you must call the country where you bought the machine. Calls must be made **from within** that country.

If you think there is a problem with your machine, check the chart below and follow the troubleshooting tips.

Most problems can be easily resolved by yourself. If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

Visit us at <http://solutions.brother.com/>.

Using non-Brother supplies may affect the print quality, hardware performance, and machine reliability.

If you are having difficulty with your machine

Printing

| Difficulty | Suggestions |
|--------------|---|
| No printout. | <p>Check the interface cable or wireless connection on both the machine and your computer. (See the <i>Quick Setup Guide</i>.)</p> <p>Check that the machine is plugged in and that the On/Off key is on.</p> <p>One or more ink cartridges have reached the end of their life. (See <i>Replacing the ink cartridges</i> on page 65.)</p> <p>Check to see if the LCD is showing an error message. (See <i>Error and Maintenance messages</i> on page 71.)</p> <p>If the LCD shows Cannot Print and Replace Ink, see <i>Replacing the ink cartridges</i> on page 65.</p> <p>Check that the correct printer driver has been installed and chosen.</p> <p>Make sure that the machine is online. Click Start and then Printers and Faxes. Right-click and choose Brother MFC-XXXX (where XXXXX is your model name), and make sure that Use Printer Offline is unchecked.</p> |

Printing (continued)

| Difficulty | Suggestions |
|---|---|
| Poor print quality. | <p>Check the print quality. (See <i>Checking the print quality</i> on page 69.)</p> <p>Make sure that the Media Type setting in the printer driver or the Paper Type setting in the machine's menu matches the type of paper you are using. (See <i>Printing for Windows®</i> or <i>Printing and Faxing for Macintosh</i> in the <i>Software User's Guide</i> and <i>Paper Size and Type</i> on page 22.)</p> <p>Make sure that your ink cartridges are fresh. The following may cause ink to clog:</p> <ul style="list-style-type: none"> ■ The expiration date written on the cartridge package has passed. (Genuine Brother Innobella™ ink cartridges stay usable for up to two years if kept in their original packaging.) ■ The ink cartridge has been in your machine for over six months. ■ The ink cartridge may not have been stored properly before use. <p>Make sure you are using Genuine Brother Innobella™ Ink. Using non-Brother supplies may affect the print quality, hardware performance, and machine reliability.</p> <p>Use the recommended types of paper. (See <i>Acceptable paper and other print media</i> on page 24.)</p> <p>The recommended environment for your machine is between 68 °F to 91 °F (20 °C to 33 °C).</p> |
| White horizontal lines appear in text or graphics. | <p>Clean the print head. (See <i>Cleaning the print head</i> on page 68.)</p> <p>Make sure you are using Genuine Brother Innobella™ Ink.</p> <p>Try using the recommended types of paper. (See <i>Acceptable paper and other print media</i> on page 24.)</p> |
| The machine prints blank pages. | <p>Clean the print head. (See <i>Cleaning the print head</i> on page 68.)</p> <p>Make sure you are using Genuine Brother Innobella™ Ink.</p> |
| Characters and lines are blurred. | Check the printing alignment. (See <i>Checking the print alignment</i> on page 70.) |
| Printed text or images are skewed. | <p>Make sure the paper is loaded properly in the paper tray and the paper side guides are adjusted correctly. (See <i>Loading paper and other print media</i> on page 10.)</p> <p>Make sure the Jam Clear Cover is closed properly.</p> |
| Smudge or stain at the top center of the printed page. | <p>Make sure the paper is not too thick or curled. (See <i>Acceptable paper and other print media</i> on page 24.)</p> |
| Printing appears dirty or ink seems to run. | <p>Make sure you are using the recommended types of paper. (See <i>Acceptable paper and other print media</i> on page 24.) Don't handle the paper until the ink is dry.</p> <p>Make sure you are using Genuine Brother Innobella™ Ink.</p> <p>If you are using photo paper, make sure that you have set the correct paper type. If you are printing a photo from your PC, set the Media Type in the Basic tab of the printer driver.</p> |
| Stains appear on the reverse side or at the bottom of the page. | <p>Make sure the printer platen is not dirty with ink. (See <i>Cleaning the machine's printer platen</i> in <i>appendix A</i> of the <i>Advanced User's Guide</i>.)</p> <p>Make sure you are using Genuine Brother Innobella™ Ink.</p> <p>Make sure you are using the paper support flap. (See <i>Loading paper and other print media</i> on page 10.)</p> |
| The machine prints dense lines on the page. | Check Reverse Order in the Basic tab of the printer driver. |

Printing (continued)

| Difficulty | Suggestions |
|--|---|
| The printouts are wrinkled. | (Windows® users) In the printer driver Advanced tab, click Color Settings , and uncheck Bi-Directional Printing . (Macintosh users) In the printer driver, choose Print Settings , click Advanced , choose Other Print Options , and uncheck Bi-Directional Printing . Make sure you are using Genuine Brother Innobella™ Ink. |
| Cannot perform "Page Layout" printing. | Check that the paper size setting in the application and in the printer driver are the same. |
| Print speed is too slow. | Try changing the printer driver setting. The highest resolution needs longer data processing, sending and printing time. Try the other quality settings in the printer driver Advanced tab. Also, click Color Settings , and make sure you uncheck Color Enhancement (True2Life) . Turn the borderless feature off. Borderless printing is slower than normal printing. (See <i>Printing for Windows®</i> or <i>Printing and Faxing</i> for Macintosh in the <i>Software User's Guide</i> .) |
| True2Life™ is not working properly. | If the image data is not full color in your application (such as 256 color), True2Life™ will not work. Use at least 24 bit color data with the True2Life™ feature. |
| Photo paper does not feed properly. | When you print on Brother Photo paper, load one extra sheet of the same photo paper in the paper tray. An extra sheet has been included in the paper package for this purpose. Clean the paper pick-up rollers. (See <i>Cleaning the paper pick-up rollers</i> in <i>appendix A</i> of the <i>Advanced User's Guide</i> .) |
| Machine feeds multiple pages. | Make sure the paper is loaded properly in the paper tray. (See <i>Loading paper and other print media</i> on page 10.) Load only one size of paper and one type of paper in the paper tray at any one time. |
| There is a paper jam. | Make sure the paper length guide is set to the correct paper size. Do not extend the paper tray when you load A5 or smaller size paper. (See <i>Printer jam or paper jam</i> on page 81.) |
| Paper jam reoccurs. | If there is a repeat paper jam, a small piece of paper may be stuck in the machine. Make sure paper is not still jammed in the machine. (See <i>Additional paper jam clear operations</i> on page 86.) |
| The paper jams when you use duplex copy or duplex print. | Use one of the jam prevention settings, DX1 or DX2. For copying, see <i>Duplex (2-sided) copying</i> in <i>chapter 7</i> of the <i>Advanced User's Guide</i> ; for printing see <i>Duplex / Booklet</i> for Windows® or <i>Duplex Printing</i> for Macintosh in the <i>Software User's Guide</i> . If paper jams often when using duplex copy or duplex print, the paper feed rollers may be stained with ink. Clean the paper feed rollers. (See <i>Cleaning the paper feed rollers</i> in <i>appendix A</i> of the <i>Advanced User's Guide</i> .) |
| Printed pages are not stacked neatly. | Make sure you are using the paper support flap. (See <i>Loading paper and other print media</i> on page 10.) |
| Machine does not print from Adobe® Illustrator®. | Try to reduce the print resolution. (See <i>Printing for Windows®</i> or <i>Printing and Faxing</i> for Macintosh in the <i>Software User's Guide</i> .) |

Printing Received Faxes

| Difficulty | Suggestions |
|---|---|
| Condensed print and white streaks across the page or the top and bottom of sentences are cut off. | You probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again. |
| Vertical black lines when receiving. | The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine. |
| Received color fax prints only in black & white. | Replace the color ink cartridges that have reached the end of their life, and then ask the other person to send the color fax again. (See <i>Replacing the ink cartridges</i> on page 65.) |
| Left and right margins are cut off or a single page is printed on two pages. | Turn on Auto Reduction. (See <i>Printing a reduced incoming fax</i> in chapter 4 of the <i>Advanced User's Guide</i> .) |

Telephone Line or Connections

| Difficulty | Suggestions |
|--|---|
| Dialing does not work. (No dial tone) | <p>Check that the machine is plugged in and that the On/Off key is on.</p> <p>Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall jack and the LINE jack of the machine.</p> <p>(Canada only) Change the Tone/Pulse setting. (See the <i>Quick Setup Guide</i>.)</p> <p>Verify that the telephone line and jack are working by connecting a known working telephone and telephone line to the jack. Then lift the external telephone's handset and listen for a dial tone. If there is no dial tone, ask your telephone company to check the line and/or jack.</p> |
| The machine does not answer when called. | Make sure the machine is in the correct Receive Mode for your setup. (See <i>Choose the correct Receive Mode</i> on page 35.) Check for a dial tone. If possible, call your machine to hear it answer. If there is still no answer, check that the telephone line cord is plugged into the telephone wall jack and the LINE jack of the machine. If there is no ringing when you call your machine, ask your telephone company to check the line. |

Receiving Faxes

| Difficulty | Suggestions |
|-----------------------|--|
| Cannot receive a fax. | <p>Make sure your machine has a dial tone by pressing the Hook key. If you hear static or interference on your fax line, please contact your local telephone company.</p> <p>Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall jack and the LINE jack of the machine. If you subscribe to DSL or VoIP services, please contact your service provider for connection instructions.</p> <p>Make sure the machine is in the correct Receive Mode. This is determined by the external devices and telephone subscriber services you have on the same line as the Brother machine. (See <i>Choose the correct Receive Mode</i> on page 35.)</p> <p>If you have a dedicated fax line and want your Brother machine to automatically answer all incoming faxes, you should select Fax Only mode.</p> <p>If your Brother machine shares a line with an external answering machine, you should select External TAD mode. In External TAD mode, your Brother machine will automatically receive incoming faxes and voice callers will be able to leave a message on your answering machine.</p> <p>If your Brother machine shares the line with a Voice Mail subscriber service, please see <i>Voice Mail</i> on page 42.</p> <p>If your Brother machine is on a line with the Distinctive Ring subscriber service, please see <i>Distinctive Ring</i> on page 43.</p> <p>If your Brother machine shares a line with other telephones and you want it to automatically answer all incoming faxes, you should select the Fax/Tel mode. In Fax/Tel mode, your Brother machine will automatically receive faxes and produce a pseudo/double-ring to alert you to answer voice calls.</p> <p>If you do not want your Brother machine to automatically answer any incoming faxes, you should select Manual mode. In Manual mode, you must answer every incoming call and activate the machine to receive faxes.</p> <p>Another device or service at your location may be answering the call before your Brother machine answers. To test this, lower the Ring Delay setting:</p> <ul style="list-style-type: none"> ■ If the Receive Mode is set to Fax Only or Fax/Tel, reduce the Ring Delay to 1 ring. (See <i>Ring Delay</i> on page 38.) ■ If the Receive Mode is set to External TAD, reduce the number of rings programmed on your answering machine to 2. ■ If the Receive Mode is set to Manual, DO NOT adjust the Ring Delay setting. <p>Have someone send you a test fax:</p> <ul style="list-style-type: none"> ■ If you received the test fax successfully, your machine is operating properly. Remember to reset your Ring Delay or answering machine setting back to your original setting. If receiving problems recur after resetting the Ring Delay, then a person, device, or subscriber service is answering the fax call before the machine has a chance to answer. ■ If you were not able to receive the fax, then another device or subscriber service may be interfering with your fax reception or there may be a problem with your fax line. |

Receiving Faxes (continued)

| Difficulty | Suggestions |
|--------------------------------------|---|
| Cannot receive a fax. (continued) | <p>If you are using a telephone answering machine (External TAD mode) on the same line as the Brother machine, make sure your answering machine is set up correctly. (See <i>Connecting an external TAD (telephone answering device)</i> on page 45.)</p> <ol style="list-style-type: none"> 1 Plug the telephone line cord directly from the wall telephone jack to your Brother machine's LINE jack. 2 Remove the protective cap from your Brother machine's EXT. jack, and then plug the telephone line cord from your answering machine into the EXT. jack. 3 Set your answering machine to answer within 4 rings. If you are having problems receiving faxes or voice messages, set your answering machine to answer within 2 or 3 rings. 4 Record the outgoing message on your answering machine. <ul style="list-style-type: none"> ■ Record five seconds of silence at the beginning of your outgoing message. ■ Limit your speaking to 20 seconds. ■ End your outgoing message with your Fax Receive Code for people sending manual faxes. For example: "After the beep, leave a message or press * 5 1 and Start to send a fax." 5 Set your answering machine to answer calls. 6 Set your Brother machine's Receive Mode to External TAD. (See <i>Choose the correct Receive Mode</i> on page 35.) |
| | <p>Make sure your Brother machine's Easy Receive feature is turned On. Easy Receive is a feature that allows you to receive a fax even if you have answered the call on an external or extension telephone. (See <i>Easy Receive</i> on page 39.)</p> |
| | <p>If you often get transmission errors due to possible interference on the telephone line, try changing the Compatibility setting to Basic (for VoIP). (See <i>Telephone line interference / VoIP</i> on page 98.)</p> |

Sending Faxes

| Difficulty | Suggestions |
|--|---|
| Cannot send a fax. | <p>Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall jack and the LINE jack of the machine.</p> |
| | <p>Make sure that the FAX  key is illuminated.</p> |
| | <p>Ask the other party to check that the receiving machine has paper.</p> |
| Transmission Verification Report says "RESULT:NG". | <p>There is probably temporary noise or static on the line. Try sending the fax again. If you send a PC FAX message and get "RESULT:NG" on the Transmission Verification Report, your machine may be out of memory. To gain extra memory, you can turn off Memory Receive (see <i>Turning off Memory Receive operations</i> in chapter 4 of the <i>Advanced User's Guide</i>), print fax messages in memory (see <i>Printing a fax from the memory</i> in chapter 4 of the <i>Advanced User's Guide</i>) or cancel a Delayed Fax or Polling Job. (see <i>Canceling a fax in progress</i> on page 33 and <i>Checking and canceling waiting jobs</i> in chapter 3 of the <i>Advanced User's Guide</i>.) If the problem continues, ask the telephone company to check your telephone line.</p> |
| | <p>If you often get transmission errors due to possible interference on the telephone line, try changing the menu setting of Compatibility to Basic (for VoIP). (See <i>Telephone line interference / VoIP</i> on page 98.)</p> |

Sending Faxes (continued)

| Difficulty | Suggestions |
|------------------------------------|---|
| Sent faxes are blank. | Make sure you are loading the document properly. (See <i>Loading documents</i> on page 28.) |
| Poor fax send quality. | Try changing your resolution to Fine or S.Fine . Make a copy to check your machine's scanner operation. If the copy quality is not good, clean the scanner. (See <i>Cleaning the scanner</i> on page 67.) |
| Vertical black lines when sending. | Black vertical lines on faxes you send are typically caused by dirt or correction fluid on the glass strip. Clean the glass strip. (See <i>Cleaning the scanner</i> on page 67.) |

Handling Incoming Calls

| Difficulty | Suggestions |
|--|--|
| The machine "hears" a voice as a CNG Tone. | If Easy Receive is set to On, your machine is more sensitive to sounds. It may mistakenly interpret certain voices or music on the line as a fax machine calling and respond with fax receiving tones. Deactivate the machine by pressing Stop/Exit . Try avoiding this problem by turning Easy Receive to Off. (See <i>Easy Receive</i> on page 39.) |
| Sending a fax call to the machine. | If you answered on an extension telephone, press your Fax Receive Code (the factory setting is * 5 1). If you answered on the external telephone (connected to the EXT. jack), press Start to receive the fax. When your machine answers, hang up. |
| Custom features on a single line. | If you have Call Waiting, Call Waiting/Caller ID, Voice Mail, an alarm system or other custom feature on a single telephone line with your machine, it may create a problem sending or receiving faxes. For example: If you subscribe to Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. Brother's ECM (Error Correction Mode) feature should help overcome this problem. This condition is related to the telephone system industry and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate telephone line with no custom features is recommended. |

Copying Difficulties

| Difficulty | Suggestions |
|---|--|
| Cannot make a copy. | Make sure that the COPY  key is illuminated. |
| Poor copy results when using the ADF. | Try using the scanner glass. (See <i>Using the scanner glass</i> on page 29.) |
| Vertical black lines or streaks appear in copies. | Vertical black lines or streaks on copies are typically caused by dirt or correction fluid on the scanner. Clean the glass strip and scanner glass and the white bar and white plastic above them. (See <i>Cleaning the scanner</i> on page 67.) |
| Copies are blank. | Make sure you are loading the document properly. (See <i>Loading documents</i> on page 28.) |
| Fit to Page does not work properly. | Make sure the document is not skewed on the scanner glass. Reposition the document and try again. |

Scanning Difficulties

| Difficulty | Suggestions |
|---|---|
| TWAIN or WIA errors appear when starting to scan. (Windows®) | Make sure the Brother TWAIN or WIA driver is chosen as the primary source in your scanning application. For example, in PaperPort12SE with OCR, click File , Scan or Get Photo and click Select to choose the Brother TWAIN/WIA driver. |
| TWAIN or ICA errors appear when starting to scan. (Macintosh) | Make sure the Brother TWAIN driver is chosen as the primary source. In PageManager, click File , Select Source and choose the Brother TWAIN driver. Mac OS X 10.6.x users can also scan documents using the ICA Scanner Driver. See <i>Scanning a document using the ICA driver (Mac OS X 10.6.x)</i> in the <i>Software User's Guide</i> . |
| Poor scanning results when using the ADF. | Try using the scanner glass. (See <i>Using the scanner glass</i> on page 29.) |
| OCR does not work. | <p>Try increasing the scanner resolution. (Macintosh users)</p> <p>Make sure you have finished downloading and installing Presto! PageManager from: http://nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang.dmg</p> |

Software Difficulties

| Difficulty | Suggestions |
|--|--|
| Cannot install software or print. (Windows® users only) | Run the Repair MFL-Pro Suite program on the Installation CD-ROM. This program will repair and reinstall the software. |
| "Device Busy" | Make sure the machine is not showing an error message on the LCD. |
| Cannot print images from FaceFilter Studio. | <p>To use FaceFilter Studio, you must install the FaceFilter Studio application from the Installation CD-ROM supplied with your machine. To install FaceFilter Studio see the <i>Quick Setup Guide</i>.</p> <p>Also, before you start FaceFilter Studio for the first time, you must make sure your Brother machine is turned on and connected to your computer. This will allow you to access all the functions of FaceFilter Studio.</p> |

PhotoCapture Center™ Difficulties

| Difficulty | Suggestions |
|---|---|
| Removable Disk does not work properly. | <p>1 If you are using Windows® 2000, have you installed the Windows® 2000 update? If not, do the following:</p> <ol style="list-style-type: none"> 1) Unplug the USB cable. 2) Install the Windows® 2000 update using one of the following methods. <ul style="list-style-type: none"> ■ Install MFL-Pro Suite from the Installation CD-ROM. (See the <i>Quick Setup Guide</i>.) ■ Download the latest service pack from the Microsoft Web site. 3) Wait about 1 minute after you restart the PC, and then connect the USB cable. <p>2 Take out the memory card or USB Flash memory drive and put it back in again.</p> <p>3 If you have tried “Eject” from within Windows®, take out the memory card or USB Flash memory drive before you continue.</p> <p>4 If an error message appears when you try to eject the memory card or USB Flash memory drive, it means the card is being accessed. Wait a while and then try again.</p> <p>5 If all of the above do not work, turn off your PC and machine, and then turn them on again. (You will have to unplug the power cord of the machine to turn it off.)</p> |
| Cannot access Removable Disk from Desktop icon. | Make sure that you have correctly inserted the memory card or USB Flash memory drive. |
| Part of my photo is missing when printed. | Make sure that Borderless printing and Cropping are turned off. (See <i>Borderless printing</i> and <i>Cropping</i> in chapter 8 of the <i>Advanced User’s Guide</i> .) |

Network Difficulties

| Difficulty | Suggestions |
|--------------------------------|--|
| Cannot print over the network. | <p>Make sure that your machine is powered on and is online and in Ready mode. Print a Network Configuration list (see <i>Reports</i> in chapter 6 of the <i>Advanced User’s Guide</i>.) and check the current Network settings printed in this list. Reconnect the LAN cable to the hub to verify that the cabling and network connections are good. If possible, try connecting the machine to a different port on your hub using a different cable. If the connections are good, the machine shows LAN Active for 2 seconds.</p> <p>(If you are using a wireless connection or are having Network problems, see the <i>Network User’s Guide</i> for more information.)</p> |

Network Difficulties (continued)

| Difficulty | Suggestions |
|---|--|
| The network scanning feature does not work. | <p>(Windows® users)</p> <p>It is necessary to configure the third-party Security/Firewall Software to allow Network scanning. To add port 54925 for Network scanning, enter the information below:</p> <p>In Name: Enter any description, for example Brother NetScan.</p> <p>In Port number: Enter 54925.</p> <p>In Protocol: UDP is selected.</p> <p>Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.</p> <p>(Macintosh users)</p> <p>Re-select your machine in the Device Selector application located in Macintosh HD/Library/Printers/Brother/Utilities/DeviceSelector or from the model list in ControlCenter2.</p> |
| The network PC-Fax Receive feature does not work. | <p>(Windows® users only)</p> <p>It is necessary to set the third-party Security/Firewall Software to allow PC-FAX Rx. To add port 54926 for Network PC-FAX Rx, enter the information below:</p> <p>In Name: Enter any description, for example Brother PC-FAX Rx.</p> <p>In Port number: Enter 54926.</p> <p>In Protocol: UDP is selected.</p> <p>Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.</p> |
| The Brother software cannot be installed. | <p>(Windows® users)</p> <p>If the Security Software warning appears on the PC screen during the installation, change the Security Software settings to permit the Brother product setup program or other program to run.</p> <p>(Macintosh users)</p> <p>If you are using a firewall function of anti-spyware or antivirus security software, temporarily disable it and then install the Brother software.</p> |
| Cannot connect to wireless network. | <p>Investigate the problem using the WLAN Report. Press MENU, and then press ▲ or ▼ to display Print Reports. Press Print Reports. Press ▲ or ▼ to display WLAN Report, and then press WLAN Report.</p> <p>For details, see the <i>Network User's Guide</i>.</p> |
| Reset the network settings. | <p>Press MENU, and then press ▲ or ▼ to display Network. Press Network. Press ▲ or ▼ to display Network Reset, and then press Network Reset.</p> <p>For details, see the <i>Network User's Guide</i>.</p> |

Touchscreen Difficulties

| Difficulty | Suggestions |
|---|---|
| The dial pad does not work when entering numbers or characters. | Use the touchscreen buttons to enter information. |

Dial Tone

Setting the dial tone to Detection will shorten the dial detect pause.

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Initial Setup.
- 3 Press Initial Setup.
- 4 Press ▲ or ▼ to display Dial Tone.
- 5 Press Dial Tone.
- 6 Press Detection or No Detection.
- 7 Press Stop/Exit.

Telephone line interference / VoIP

If you are having problems sending or receiving a fax due to possible interference on the telephone line, we recommend that you change the modem speed to minimize errors in fax operations.

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Initial Setup.
- 3 Press Initial Setup.
- 4 Press ▲ or ▼ to display Compatibility.
- 5 Press Compatibility.
- 6 Press High, Normal or Basic (for VoIP).
 - Basic (for VoIP) reduces the modem speed to 9,600 bps and turns off color fax receiving and ECM, except for color fax sending. Unless interference is a recurring problem on your telephone line, you may prefer to use it only when needed.
 - To improve compatibility with most VoIP services, Brother recommends changing the compatibility setting to Basic (for VoIP).
 - Normal sets the modem speed at 14,400 bps.
 - High increases the modem speed to 33,600 bps. (factory setting)
- 7 Press Stop/Exit.



Note

VoIP (Voice over IP) is a type of phone system that uses an internet connection, rather than a traditional phone line.

Machine Information

Checking the serial number

You can see the machine's serial number on the LCD.

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Machine Info.
- 3 Press Machine Info.
- 4 Press Stop/Exit.

Reset functions

The following reset functions are available:

1 Network

You can reset the print server back to its default factory settings, such as the password and IP address information.

2 Speed Dial&Fax

Speed Dial & Fax resets the following settings:

- Speed Dial
(Speed-Dial and Setup Groups)
- Programmed fax jobs in the memory
(Polled Transmit, Delayed Fax and Delayed Batch Transmission)
- Station ID
(Name and Number)
- Remote Fax Options
(Fax Forwarding and Paging)
- Report settings
(Transmission Verification Report, Quick Dial List and Fax Journal)
- History
(Caller ID history and Outgoing Call)
- Faxes in memory

3 All Settings

You can restore all settings to their factory defaults.

Brother strongly recommends you use this operation when you dispose of the machine.



Note

Unplug the interface cable before you choose Network or All Settings.

How to reset the machine

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Initial Setup.
- 3 Press Initial Setup.
- 4 Press ▲ or ▼ to display Reset.
- 5 Press Reset.
- 6 Press the type of reset you want to use.
- 7 Press Yes to confirm.
- 8 Press Yes for 2 seconds to reboot the machine.

C

Menu and features

On-screen programming

Your machine is designed to be easy to operate with LCD on-screen programming using the menu buttons on the Touchscreen. User-friendly programming helps you take full advantage of all the menu selections your machine has to offer.

Since your programming is done on the LCD, we have created step-by-step on-screen instructions to help you program your machine. All you need to do is follow the instructions as they guide you through the menu selections and programming options.

Menu table

The menu table will help you understand the menu selections and options that are found in the machine's programs. The factory settings are shown in Bold with an asterisk.

MENU ()

| Level1 | Level2 | Level3 | Options | Descriptions | Page |
|---------------|--------------|--------|---|---|--------------------|
| General Setup | Mode Timer | — | Off 0 Sec 30 Secs 1 Min 2 Mins* 5 Mins | Sets the length of time before the machine will return to FAX mode and before the machine will change from a restricted user to Public user mode when using Secure Function Lock. | See ¹ . |
| | Tray Setting | Tray#1 | Paper Size (Options) Letter* Legal Ledger A4 A5 A3 EXE 4 "x6" | Sets the size of paper in the paper tray #1. | 22 |
| | | | Paper Type (Options) Plain Paper* Inkjet Paper Brother BP71 Brother BP61 Other Glossy Transparency | Sets the type of paper in the paper tray #1. | |

¹ See Advanced User's Guide.

 The factory settings are shown in Bold with an asterisk.

| Level1 | Level2 | Level3 | Options | Descriptions | Page |
|------------------------------|-----------------------------|---|---|--|------|
| General Setup (Continued) | Tray Setting (Continued) | Tray#2 | Paper Size (Options) Letter* Legal Ledger A4 A3 EXE | Sets the size of paper in the paper tray #2. | 22 |
| | | Tray Use:Copy | Tray#1 Tray#2 Auto Select* | Choose the tray that will be used for COPY mode. | 22 |
| | | Tray Use:Fax | Tray#1 Tray#2 Auto Select* | Choose the tray that will be used for FAX mode. | 23 |
| Volume | Ring | Off Low Med* High | Adjusts the ring volume. | See ¹ . | |
| | Beeper | Off Low* Med High | Adjusts the beeper volume. | | |
| | Speaker | Off Low Med* High | Adjusts the speaker volume. | | |
| | Auto Daylight | — Off* | Change this setting to On if you want the machine to change automatically for Daylight Saving Time. | | |
| | LCD Settings | Backlight Light* Med Dark | You can adjust the brightness of the LCD backlight. | | |
| | | Dim Timer Off 10 Secs 20 Secs 30 Secs* | You can set how long the LCD backlight stays on after the last key press. | | |

¹ See Advanced User's Guide.



The factory settings are shown in Bold with an asterisk.

| Level1 | Level2 | Level3 | Options | Descriptions | Page |
|---|--------------------------|----------------------|--|--|--|
| General Setup (Continued) | Sleep Mode | — | 1 Min 2 Mins 3 Mins 5 Mins* 10 Mins 30 Mins 60 Mins | You can choose how long the machine must be idle before it goes into Sleep mode. | See ¹ . |
| | LGR - Short Grain | — | On Off* | Turn on this setting when you use Ledger short grain paper. | 23 |
| | Function Lock | Set Password | — | You can restrict selected machine operation for up to 10 restricted users and for all other non-authorized Public users. | See ¹ . |
| | | Lock Off-On | — | | |
| | | Setup User | — | | |
| | Fax | Setup Receive | Ring Delay | 0 1 2 3 4* | Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode. |
| | | | F/T Ring Time | 20 Secs* 30 Secs 40 Secs 70 Secs | Sets the length of the pseudo/double-ring time in Fax/Tel mode. |
| | | | Easy Receive | On* Off | Receives fax messages automatically when you answer a call and hear fax tones. |
| | | | Remote Codes | On* (*51, #51) Off | Allows you to answer all calls at an extension telephone and use codes to turn the machine on or off. You can personalize these codes. |
| | | | | | 39 |
| <p>¹ See Advanced User's Guide.</p>  The factory settings are shown in Bold with an asterisk. | | | | | |

| Level1 | Level2 | Level3 | Options | Descriptions | Page |
|---------------------------|-------------------------------------|-----------------------|--|---|--------------------|
| Fax (Continued) | Setup Receive (Continued) | Auto Reduction | On* Off | Reduces the size of incoming faxes. | See ¹ . |
| | | Memory Receive | Off* Fax Forward Paging Fax Storage PC Fax Receive | You can set the machine to either forward fax messages, call your pager, store incoming faxes in the memory (so you can retrieve them while you are away from your machine), or send faxes to your PC. If you choose Fax Forward or PC-Fax Receive, you can turn on the safety feature Backup Print. | |
| | | Fax Preview | On Off* | You can preview received faxes. | |
| | Report Setting | Transmission | On On+Image Off* Off+Image Off2 Off2+Image | Choose the initial setup for Transmission Verification Report. | |
| | | Journal Period | Off Every 50 Faxes* Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days | Sets the interval for the automatic printing of the Fax Journal. If you have chosen other than Off and Every 50 Faxes, you can set the time for the chosen option. If you have chosen Every 7 Days, you can set the day of the week. | |
| | | Print Fax | — | Prints incoming faxes stored in the memory. | |
| | | Remote Access | — | Set your own code for Remote Retrieval. | |
| | | Remaining Jobs | — | Check which jobs are in the memory and cancel chosen jobs. | |

¹ See Advanced User's Guide.



The factory settings are shown in Bold with an asterisk.

| Level1 | Level2 | Level3 | Options | Descriptions | Page | |
|--|----------------------|--------------------------------|------------------|---|--------------------|--|
| Fax (Continued) | Miscellaneous | Distinctive | Off* Set (On) | Uses the telephone company's Distinctive Ring subscriber service to register the ring pattern with the machine. | 43 | |
| | | Area Code (USA only) | | Set up your 3-digit area code only if you do not dial it within your own area code. | See ¹ . | |
| ¹ See <i>Advanced User's Guide</i> . | | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | | |

Network menu

| Level1 | Level2 | Level3 | Level4 | Options | Descriptions | | |
|--|------------------|---------------|--------------------|--|---|--|--|
| Network | Wired LAN | TCP/IP | BOOT Method | Auto* Static RARP BOOTP DHCP | Choose the BOOT method that best suits your needs. | | |
| | | | IP Address | [000-255]. [000-255]. [000-255]. [000-255] | Enter the IP address. | | |
| | | | Subnet Mask | [000-255]. [000-255]. [000-255]. [000-255] | Enter the Subnet mask. | | |
| | | | Gateway | [000-255]. [000-255]. [000-255]. [000-255] | Enter the Gateway address. | | |
| | | | Node Name | BRNXXXXXXXXXXXX | Enter the Node name. | | |
| | | | WINS Config | Auto* Static | Chooses the WINS configuration mode. | | |
| | | | WINS Server | (Primary) 000.000.000.000 (Secondary) 000.000.000.000 | Specifies the IP address of the primary or secondary server. | | |
| | | | DNS Server | (Primary) 000.000.000.000 (Secondary) 000.000.000.000 | Specifies the IP address of the primary or secondary server. | | |
| | | | APIPA | On* Off | Automatically allocates the IP address from the link-local address range. | | |
| See <i>Network User's Guide</i> . | | | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | | | |

| Level1 | Level2 | Level3 | Level4 | Options | Descriptions | | | |
|--|---------------------------------|------------------------------|--------------------|---|--|--|--|--|
| Network (Continued) | Wired LAN (Continued) | TCP/IP (Continued) | IPv6 | On Off* | Enable or disable the IPv6 protocol. If you want to use the IPv6 protocol, visit http://solutions.brother.com/ for more information. | | | |
| | | | | Ethernet — | Auto* 100B-FD 100B-HD 10B-FD 10B-HD | | | |
| | | TCP/IP | BOOT Method | MAC Address — | Chooses the Ethernet link mode. — | | | |
| | | | | IP Address [000-255]. [000-255]. [000-255]. [000-255] | You can see your machine's MAC address. Enter the IP address. | | | |
| | | | | Subnet Mask [000-255]. [000-255]. [000-255]. [000-255] | Chooses the BOOT method that best suits your needs. Enter the Subnet mask. | | | |
| | | | | Gateway [000-255]. [000-255]. [000-255]. [000-255] | Enter the Gateway address. | | | |
| | | | | Node Name BRWXXXXXXXXXXXXXX | Enter the Node name. | | | |
| | | | | WINS Config Auto* Static | Chooses the WINS configuration mode. | | | |
| See <i>Network User's Guide</i> . | | | | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | | | | |

| Level1 | Level2 | Level3 | Level4 | Options | Descriptions |
|--|----------------------------|------------------------------|-----------------------|--|---|
| Network (Continued) | WLAN (Continued) | TCP/IP (Continued) | WINS Server | (Primary) 000.000.000.000 (Secondary) 000.000.000.000 | Specifies the IP address of the primary or secondary WINS server. |
| | | | DNS Server | (Primary) 000.000.000.000 (Secondary) 000.000.000.000 | Specifies the IP address of the primary or secondary DNS server. |
| | | | APIPA | On* Off | Automatically allocates the IP address from the link-local address range. |
| | | | IPv6 | On Off* | Enable or disable IPv6 protocol for a wireless LAN. If you want to use the IPv6 protocol, visit http://solutions.brother.com/ for more information. |
| | | | Setup Wizard | — | You can manually configure your print server for a wireless network. |
| | | | WPS/AOSS | — | You can easily configure your wireless network settings using the one-button push method. |
| | | | WPS w/PIN Code | — | You can easily configure your wireless network settings using WPS with a PIN code. |
| See <i>Network User's Guide</i> . | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | |

| Level1 | Level2 | Level3 | Level4 | Options | Descriptions | | |
|--|--|-----------------------|---------------------|--|--|--|--|
| Network (Continued) | WLAN (Continued) | WLAN Status | Status | — | You can see the current wireless network status. | | |
| | | | Signal | — | You can see the current wireless network signal strength. | | |
| | | | SSID | — | You can see the current SSID. | | |
| | | | Comm. Mode | — | You can see the current Communication Mode. | | |
| | | | MAC Address | — | You can see your machine's MAC address. | | |
| | E-mail/IFAX (Available after IFAX is downloaded) | Mail Address | — | — | Enter the mail address. (Up to 60 characters) | | |
| | | | Setup Server | SMTP Server | Name (Up to 30 characters) IP Address [000-255]. [000-255]. [000-255]. [000-255] | | |
| | | | SMTP Port | [00001-65535] | Enter the SMTP port number. | | |
| | | Auth. for SMTP | None* | SMTP-AUTH POP bef. SMTP | Selects the Security method for E-mail notification. | | |
| | | | POP3 Server | Name (Up to 30 characters) IP Address [000-255]. [000-255]. [000-255]. [000-255] | Enter the POP3 server address. | | |
| | | | POP3 Port | [00001-65535] | Enter the POP3 port number. | | |
| | | | Mailbox Name | — | Enter the mail box name. (Up to 20 characters) | | |
| See Network User's Guide. | | | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | | | |

| Level1 | Level2 | Level3 | Level4 | Options | Descriptions | |
|--|---|------------------------------------|--|--|---|--|
| Network (Continued) | E-mail/IFAX (Available after IFAX is downloaded) (Continued) | Setup Server (Continued) | Mailbox Pwd | — | Enter the password to login to the POP3 server. (Up to 20 characters) | |
| | | | APOP | On Off* | Enables or disables APOP. | |
| | | Setup Mail RX | Auto Polling | On* Off | Automatically checks the POP3 server for new messages. | |
| | | | Poll Frequency (Available when Auto Polling is set to On.) | 1 Min 3 Mins 5 Mins 10 Mins* 30 Mins 60 Mins | Sets the interval for checking for new messages on the POP3 server. | |
| | | | Header | All Subject+From+ To None* | Selects the contents of the mail header to be printed. | |
| | | Del Error Mail | On* Off | Deletes error mails automatically. | | |
| | | | Notification | On MDN Off* | Receives notification messages. | |
| | Setup Mail TX | Sender Subject | — | — | Displays the subject that is attached to the Internet Fax data. | |
| | | Size Limit | On Off* | — | Limits the size of E-mail documents. | |
| | | Notification | On Off* | — | Sends notification messages. | |
| See <i>Network User's Guide</i> . | | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | | |

| Level1 | Level2 | Level3 | Level4 | Options | Descriptions |
|--|---|--------------------|---------------------------|-------------------|---|
| Network (Continued) | E-mail/IFAX (Available after IFAX is downloaded) (Continued) | Setup Relay | Rly Broadcast | On Off* | Relays a document to another fax machine over the Internet. |
| | | | Relay Domain | — | Registers the Domain name. |
| | | | Relay Report | On Off* | Prints the Relay Broadcast Report. |
| | Time Zone | — | UTCXXX:XX | — | Sets the time zone for your country. |
| | Network I/F | — | Wired LAN* WLAN | — | You can choose the network connection type. |
| | LDAP | — | On Off* | — | Allows you to search for information such as fax numbers and E-mail addresses on your server. |
| | Network Reset | — | — | — | Restore all network settings to factory default. |
| See <i>Network User's Guide</i> . | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | |

MENU () (continued)

| Level1 | Level2 | Level3 | Options | Descriptions | Page | |
|--|------------------------------------|--------|---|---|--------------------|--|
| Print Reports | Transmission | — | — | Prints these lists and reports. | See ¹ . | |
| | Help List | — | — | | | |
| | Quick Dial | — | Alphabetical Order Numerical Order | | | |
| | Fax Journal | — | — | | | |
| | User Settings | — | — | | | |
| | Network Config | — | — | | | |
| | WLAN Report | — | — | | | |
| | Caller ID hist. | — | — | | | |
| Machine Info. | Serial No. | — | — | Lets you check the serial number of your machine. | 99 | |
| Initial Setup | Receive Mode | — | Fax Only* Fax/Tel External TAD Manual | Choose the Receive Mode that best suits your needs. | 35 | |
| | Date&Time | — | — | Puts the date and time on the LCD and in headings of faxes you send. | See ² . | |
| | Station ID | — | Fax: Name: | Enter your name and fax number to appear on each page you fax. | | |
| | Tone/Pulse (Canada only) | — | Tone* Pulse | Choose the dialing mode. | | |
| | Dial Tone | — | Detection No Detection* | You can shorten the dial tone detect pause. | 98 | |
| | Dial Prefix | — | On Off* | Sets a prefix number that will always be added before the fax number every time you dial. | See ¹ . | |
| | Compatibility | — | High* Normal Basic (for VoIP) | Adjusts the modem speed to help resolve transmission problems. | | |
| <p>¹ See Advanced User's Guide.</p> <p>² See Quick Setup Guide.</p> | | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | | |

| Level1 | Level2 | Level3 | Options | Descriptions | Page | |
|--|--|---------------------------|----------------------------|---|--------------------|--|
| Initial Setup (Continued) | Reset | Network | — | Resets the print server back to its factory default settings, such as the password and IP address information. | 99 | |
| | | Speed Dial&Fax | — | Deletes all stored Speed Dial numbers and faxes, restores the Station ID, Quick Dial List, Transmission Verification Report and Fax Journal back to the factory default settings. | | |
| | | All Settings | — | Resets all the machine's settings back to the settings that were set at the factory. | | |
| | Local Language (USA only) | — | English* Spanish | Allows you to change the LCD language for your country. | See ² . | |
| | Local Language (Canada only) | — | English* French | Allows you to change the LCD language for your country. | | |
| <p>¹ See <i>Advanced User's Guide</i>.</p> <p>² See <i>Quick Setup Guide</i>.</p> | | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | | |

FAX ()

| Level1 | Level2 | Level3 | Options | Descriptions | Page | |
|---|------------------------|--|--|--|--------------------|--|
| Call History | Outgoing Call | Send a fax | — | You can choose a number from the Outgoing Call history and then make a telephone call to it, send a fax to it, add it to Speed Dial, add it to One Touch Dial, or delete it. | See ¹ . | |
| | | More | Add to Speed Dial | | | |
| | | | Add to One Touch Dial | | | |
| | | | Delete | | | |
| | Caller ID hist. | Send a fax | — | You can choose a number from the Caller ID history and then send a fax to it, add it to Speed Dial, add it to One Touch Dial, or delete it. | | |
| | | More | Add to Speed Dial | | | |
| | | | Add to One Touch Dial | | | |
| | | | Delete | | | |
| Phone Book | Send a fax | — | — | You can dial by pressing only a few keys (and Start). | 49 | |
| | More | Set Speed Dial | — | You can store Speed Dial numbers, so you can dial by pressing only a few buttons on the Touchscreen (and Start). | 51 | |
| | | Set One Touch Dial | — | You can store One Touch Dial numbers, so you can dial by pressing only a few keys (and Start). | 50 | |
| | | Setup Groups | — | You can set up Group numbers for Broadcasting. | See ¹ . | |
| | | Change | — | You can change One Touch and Speed Dial numbers. | 52 | |
| | | Delete | — | You can delete One Touch and Speed Dial numbers. | | |
| Fax Resolution | — | — | Standard* Fine S.Fine Photo | Sets the resolution for outgoing faxes. | See ¹ . | |
| Duplex Fax | — | — | Off* DuplexScan : LongEdge DuplexScan : ShortEdge | You can choose duplex fax SCAN mode. | | |
| Contrast | — | — | Auto* Light Dark | Changes the lightness or darkness of faxes you send. | | |
| <p>¹ See Advanced User's Guide.</p> | | | | | | |
|  | | The factory settings are shown in Bold with an asterisk. | | | | |

| Level1 | Level2 | Level3 | Options | Descriptions | Page |
|--|--------------------------|--------|--|--|--------------------|
| Glass Scan Size | — | — | Letter* Legal Ledger A4 A3 | To fax a Legal, Ledger, A3 or A4 size document, you'll need to change the Glass Scan Size setting. | 33 |
| Volume (Appears after pressing Hook) | — | — | Off Low Med* High | Adjusts the volume level of the speaker. | See ¹ . |
| Broadcasting | Add Number Phone Book | — | — | You can send the same fax message to more than one fax number. | |
| Preview | — | — | On Off* | You can preview a fax message before send it. | 33 |
| Delayed Fax | — | — | On Off* | Sets the time of day in 24-hour format that the delayed faxes will be sent. | See ¹ . |
| Batch TX | — | — | On Off* | Combines delayed faxes to the same fax number at the same time of day into one transmission. | |
| Real Time TX | — | — | On Off* | You can send a fax without using the memory. | |
| Polled TX | — | — | On Off* | Sets up your machine with a document to be retrieved by another fax machine. | |
| Polling RX | — | — | On Off* | Sets up your machine to poll another fax machine. | |
| Overseas Mode | — | — | On Off* | If you are having difficulty sending faxes overseas, set this to On. | |
| Set New Default | — | — | Fax Resolution Contrast Glass Scan Size Real Time TX Preview | You can save your fax settings. | |
| Factory Reset | — | — | — | You can restore all settings to the factory settings. | |
| ¹ See Advanced User's Guide. | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | |

SCAN ()

| Level1 | Option1 | Option2 | Option3 | Descriptions | Page | | |
|---|--------------------|---------|---|---|--------------------|--|--|
| to File | — | — | — | You can scan a black & white or a color document into your computer. | See ¹ . | | |
| | Duplex Scan | — | Off* DuplexScan : LongEdge DuplexScan : ShortEdge | You can choose the duplex SCAN mode. | | | |
| to Media (when a memory card or USB Flash memory drive is inserted) | Duplex Scan | — | Off* DuplexScan : LongEdge DuplexScan : ShortEdge | You can choose the duplex SCAN mode. | 61 | | |
| | Quality | — | Color 100 dpi Color 200 dpi* Color 300 dpi Color 600 dpi B/W 100 dpi B/W 200 dpi B/W 300 dpi | You can choose the scan resolution and file format for your document. | 61 | | |
| | File Type | — | (If you choose color option in Quality setting) PDF* JPEG | (If you choose B&W option in Quality setting) TIFF PDF* | | | |
| | | | | | | | |
| <p>¹ See <i>Software User's Guide</i>.</p> <p>² See <i>Advanced User's Guide</i>.</p> <p>³ (Macintosh users) This function is available after you have downloaded and installed Presto! PageManager from http://nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang.dmg</p> | | | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | | | |

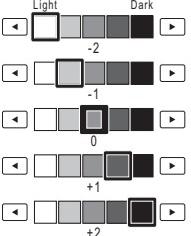
| Level1 | Option1 | Option2 | Option3 | Descriptions | Page |
|---|--|----------------------|--|---|--------------------|
| to Media (when a memory card or USB Flash memory drive is inserted) (Continued) | Glass Scan Size | — | Letter* Legal Ledger A4 A3 | To scan a Legal, Ledger, A3 or A4 size document, you'll need to change the Glass Scan Size setting. | See ² . |
| | File Name | — | — | You can rename the file. | 61 |
| | Auto Crop | — | On Off* | Scan multiple documents placed on the scanner glass to a memory card or USB Flash memory drive one at a time. | See ² . |
| | Set New Default | — | Quality File Type Glass Scan Size Auto Crop | You can save your scan settings as the default settings. | |
| | Factory Reset | — | — | You can restore all settings to the original factory default settings. | |
| to Network | (Profile Name) | — | — | You can send scanned data to a CIFS server on your local network or on the Internet. | See ¹ . |
| to FTP | (Profile Name) | — | — | You can send scanned data via FTP. | |
| to Email | PC | — | — | You can scan a black & white or a color document into your E-mail application. | |
| | E-mail server (Available after IFAX is downloaded) | Manual Phone Book | — | You can scan a black & white or a color document into your E-mail Server. Manual: You can enter an E-mail address using the buttons on the LCD. Phone Book: You can search for an E-mail address that you have stored in the machine. | |
| <p>¹ See <i>Software User's Guide</i>.</p> <p>² See <i>Advanced User's Guide</i>.</p> <p>³ (Macintosh users) This function is available after you have downloaded and installed Presto! PageManager from http://nj.newssoft.com.tw/download/brother/PM9SEInstaller_BR_multilang.dmg</p> | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | |

| Level1 | Option1 | Option2 | Option3 | Descriptions | Page |
|---|---|-------------------------------------|--|---|--------------------|
| to Email (Continued) | E-mail server (Available after IFAX is downloaded) (Continued) | Manual Phone Book (Continued) | Duplex Scan (Options) Off* DuplexScan : LongEdge DuplexScan : ShortEdge | You can choose the duplex SCAN mode. | See ¹ . |
| | | | Quality (Options) Color 100 dpi Color 200 dpi* Color 300 dpi Color 600 dpi B/W 100 dpi B/W 200 dpi B/W 300 dpi | Chooses the file format to send the scanned data via E-mail server. | |
| | | | File Type (Options) (If you choose color option in Quality setting) PDF* JPEG (If you choose B&W option in Quality setting) TIFF PDF* | | |
| <p>¹ See <i>Software User's Guide</i>.</p> <p>² See <i>Advanced User's Guide</i>.</p> <p>³ (Macintosh users) This function is available after you have downloaded and installed Presto! PageManager from http://nj.newsoft.com.tw/download/brother/PM9SEInstaller_BR_multilang.dmg</p> | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | |

| Level1 | Option1 | Option2 | Option3 | Descriptions | Page |
|---|--|----------------------------------|---|---|--------------------|
| to Email (Continued) | E-mail server (Available after IFAX is downloaded) (Continued) | Manual Phone Book (Continued) | Glass Scan Size (Options) Letter* Legal Ledger A4 A3 | To scan a Legal, Ledger, A3 or A4 size document, you'll need to change the Glass Scan Size setting. | See ¹ . |
| | | | Set New Default (Options) Quality File Type Glass Scan Size | You can save your scan settings. | |
| | | | Factory Reset | You can restore all settings to the factory settings. | |
| to OCR ³ | — | — | — | You can have your text document converted to an editable text file. | |
| | Duplex Scan | — | Off* DuplexScan : LongEdge DuplexScan : ShortEdge | You can choose the duplex SCAN mode. | |
| to Image | — | — | — | You can scan a color picture into your graphics application. | |
| | Duplex Scan | — | Off* DuplexScan : LongEdge DuplexScan : ShortEdge | You can choose the duplex SCAN mode. | |
| <p>¹ See Software User's Guide.</p> <p>² See Advanced User's Guide.</p> <p>³ (Macintosh users) This function is available after you have downloaded and installed Presto! PageManager from http://nj.newssoft.com.tw/download/brother/PM9SEInstaller_BR_multilang.dmg</p> | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | |

COPY ()

| Level1 | Level2 | Level3 | Options | Descriptions | Page |
|---|--------------|--------|--|---|--------------------|
| Quality | — | — | Fast Normal* Best | Choose the Copy resolution for the next copy. | See ¹ . |
| Paper Type | — | — | Plain Paper* Inkjet Paper Brother BP71 Brother BP61 Other Glossy Transparency | Choose the paper type that matches the paper in the tray. | 55 |
| Paper Size | — | — | Letter* Legal Ledger A4 A5 (tray #1 only) A3 EXE 4"x6" (tray #1 only) | Choose the paper size that matches the paper in the tray. | 55 |
| Tray Select | — | — | Tray#1 Tray#2 Auto Select* | Choose the tray that will be used for COPY mode. | 56 |
| Enlarge/Reduce | 100%* | — | — | — | See ¹ . |
| | Enlarge | — | 198% 4"x6"→A4 186% 4"x6"→LTR 130% LTR→LGR 104% EXE→LTR | You can choose the enlargement ratio for the next copy. | |
| | Reduce | — | 97% LTR→A4 93% A4→LTR 85% LTR→EXE 83% LGL→A4 78% LGL→LTR 64% LGR→LTR 46% LTR→4"x6" | You can choose the reduction ratio for the next copy. | |
| <p>¹ See Advanced User's Guide.</p>  The factory settings are shown in Bold with an asterisk. | | | | | |

| Level1 | Level2 | Level3 | Options | Descriptions | Page |
|--------------------------------------|------------------|---|---|--|--------------------|
| Enlarge/Reduce (Continued) | Fit to Page | — | — | Your machine will adjust the size automatically to the paper size you set. | See ¹ . |
| | Custom (25-400%) | — | — | You can enter an enlargement or reduction ratio. | |
| Density | — | — |  | Adjusts the density of copies. | |
| Stack/Sort | — | — | Stack* Sort | You can choose to stack or sort multiple copies. | |
| Page Layout | — | Off (1in1)* 2in1 (P) 2in1 (L) 2 in 1 (ID) 4in1 (P) 4in1 (L) 1 to 2 Poster (2 x 1) Poster (2 x 2) Poster (3 x 3) | If you choose Ledger or A3: (When 2 in 1 is chosen) LGRx2 → LGRx1 LTRx2 → LGRx1 A3x2 → A3x1 A4x2 → A3x1 (When poster 2x2 is chosen) LGRx1 → LGRx4 LTRx1 → LGRx4 A3x1 → A3x4 A4x1 → A3x4 | You can make N in 1, 2 in 1 ID, or Poster copies. | |
| Skew Adjustment | — | — | Auto* Off | If your scanned copy is skewed, your machine can correct the data automatically. | |

¹ See Advanced User's Guide.



The factory settings are shown in Bold with an asterisk.

| Level1 | Level2 | Level3 | Options | Descriptions | Page |
|--|--------|----------------------------|---|--|--------------------|
| Duplex Copy | — | — | Off* 2side-2side 1side-2side LongEdgeFlip 2side-1side LongEdgeFlip 1side-2side ShortEdgeFlip 2side-1side ShortEdgeFlip | You can choose the duplex print settings. | See ¹ . |
| | More | Advanced | Normal* DX1 DX2 | | |
| | | A3/LGR Duplex Copy Setting | Fit to Page* Keep Scale | | |
| Advanced Settings | — | — | Off* Ink Save Mode Thin Paper Copy Book Copy Watermark Copy | You can choose various settings for copy such as Book Copy and Watermark Copy. | |
| Favorite Settings | Store | — | Favorite:1 Favorite:2 Favorite:3 | You can save your Favorite settings. | |
| 1 See Advanced User's Guide. | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | |

Watermark Copy Settings

| Option1 | Option2 | Option3 | Option4 | Descriptions | Page |
|----------------------|---------------------|---------|---|--|--------------------|
| Edit Template | Text | — | CONFIDENTIAL* DRAFT COPY | Uses a template to place text into your document as a Watermark. | See ¹ . |
| | Position | | A B C D E* F G H I Pattern | | |
| | Size | | Small Medium* Large | | |
| | Angle | | -90° -45°* 0° +45° +90° | | |
| | Transparency | | -2 -1 0* +1 +2 | | |
| | Color | | Black* Green Blue Purple Red Orange Yellow | | |

¹ See Advanced User's Guide.

| | |
|---|--|
|  | The factory settings are shown in Bold with an asterisk. |
|---|--|

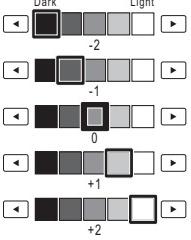
| Option1 | Option2 | Option3 | Option4 | Descriptions | Page |
|--|---|---------------------|--|---|--------------------|
| Use Image | Scan (Set watermark document and press Start .) | Transparency | -2 -1 0* +1 +2 | You can choose the level of transparency of the watermark as you scan it from a paper document. | See ¹ . |
| | Media (Select image from media) | Position | A B C D E* F G H I Pattern | Places a logo or text into your document as a Watermark using an image from removable media. | |
| | | Size | Small Medium* Large | | |
| | | Angle | -90° -45°* 0° +45° +90° | | |
| | | Transparency | -2 -1 0* +1 +2 | | |
| ¹ See <i>Advanced User's Guide</i> . | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | |

PHOTO CAPTURE ()

| Level1 | Level2 | Level3 | Options | Descriptions | Page | | |
|--|---|---|--|---|--------------------|--|--|
| View Photo(s) |  (Print All Photos) |  (Auto Correct) | See the print settings in the following table. | You can print all photos in your memory card or USB Flash memory drive. | 60 | | |
| |  (Slide Show) | | | The machine starts a Slide Show of your photos. | | | |
| | | | | The machine decides the appropriate effect for your photo. | | | |
| Enhance Photo | Enhance |  (Auto Correct)  (Enhance Skin)  (Enhance Scenery)  (Remove Red-Eye)  (Night Scene)  (Fill Light)  (Whiteboard)  (Monochrome)  (Sepia)  (Auto Correct & Remove Red-Eye) | See the print settings in the following table. | You can adjust your photos with these settings. | See ¹ . | | |
| | Trim | — | | You can trim your photo and print a part of the image. | | | |
| <p>¹ See Advanced User's Guide.</p> | | | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | | | |

| Level1 | Level2 | Level3 | Options | Descriptions | Page | | |
|--|---------------------|---------------------------------|--|------------------------------------|--------------------|--|--|
| Index Print | Index Sheet | 6 Images/Line* 5 Images/Line | See the print settings in the following table. | You can print a thumbnail page. | See ¹ . | | |
| | Print Photos | — | | You can print an individual image. | | | |
| ¹ See Advanced User's Guide. | | | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | | | |

Print Settings

| Option1 | Option2 | Option3 | Option4 | Descriptions | Page |
|--|---|--|---------|----------------------------------|--------------------|
| Print Quality (Does not appear when DPOF Print is chosen.) | Normal Photo* | — | — | Choose the print quality. | See ¹ . |
| Paper Type | Plain Paper Inkjet Paper Brother BP71 Brother BP61 Other Glossy* | — | — | Choose the paper type. | |
| ¹ See Advanced User's Guide. | | | | | |
| Paper Size | 4"x 6"* 5"x 7" Letter Ledger A4 A3 | (When A4 or Letter is chosen) 3"x 4" 3.5"x 5" 4"x 6" 5"x 7" 6"x 8" Max. Size* | — | Choose the paper and print size. | |
| Brightness (Does not appear when Enhance is chosen.) |  | | — | Adjusts the brightness. | |
|  The factory settings are shown in Bold with an asterisk. | | | | | |

| Option1 | Option2 | Option3 | Option4 | Descriptions | Page |
|--|-------------------|---------------|---------|--|--------------------|
| Contrast (Does not appear when Enhance is chosen.) | | — | — | Adjusts the contrast. | See ¹ . |
| True2Life (Does not appear when Enhance is chosen.) | On Off* | White Balance | | Adjusts the hue of the white areas. | |
| | | Sharpness | | Enhances the detail of the image. | |
| | | Color Density | | Adjusts the total amount of color in the image. | |
| Cropping | On* Off | — | — | Crops the image around the margin to fit the paper size or print size. Turn this feature off if you want to print whole images or prevent unwanted cropping. | |
| Borderless | On* Off | — | — | Expands the printable area to fit the edges of the paper. | |
| Print Date (Does not appear when DPOF Print is chosen.) | On Off* | — | — | Prints the date on your photo. | |
| ¹ See Advanced User's Guide. | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | |

| Option1 | Option2 | Option3 | Option4 | Descriptions | Page |
|--|--|---------|---------|---|--------------------|
| Set New Default | Print Quality Paper Type Paper Size Brightness Contrast True2Life Cropping Borderless Print Date | — | — | You can save your print settings. | See ¹ . |
| Factory Reset | — | — | — | You can restore all the settings to factory settings. | |
| ¹ See Advanced User's Guide. | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | |

Phone Book ()

| Level1 | Level2 | Level3 | Options | Descriptions | Page |
|--|-------------------|--------------------|---------|---|--------------------|
| Phone Book | Send a fax | — | — | You can dial by pressing only a few keys (and Start). | 49 |
| | More | Set Speed Dial | — | You can set up Speed Dial numbers, so you can dial by pressing only a few buttons on the Touchscreen (and Start). | 51 |
| | | Set One Touch Dial | — | You can store your most frequently called numbers on the One Touch keys. | 50 |
| | | Setup Groups | — | You can set up Group numbers for Broadcasting. | See ¹ . |
| | | Change | — | You can change One Touch Dial and Speed Dial numbers. | 52 |
| | | Delete | — | You can delete One Touch Dial and Speed Dial numbers. | |
| ¹ See Advanced User's Guide. | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | |

Call History ()

| Level1 | Level2 | Level3 | Options | Descriptions | Page | | | |
|--|------------------------|------------|-----------------------|--|--------------------|--|--|--|
| Call History | Outgoing Call | Send a fax | — | You can choose a number from the Outgoing Call history and then make a telephone call to it, send a fax to it, add it to One Touch Dial, add it to Speed Dial, or delete it. | See ¹ . | | | |
| | | More | Add to Speed Dial | | | | | |
| | | | Add to One Touch Dial | | | | | |
| | | | Delete | | | | | |
| | Caller ID hist. | Send a fax | — | You can choose a number from the Caller ID history and then send a fax to it, add it to One Touch Dial, add it to Speed Dial, or delete it. | | | | |
| | | More | Add to Speed Dial | | | | | |
| | | | Add to One Touch Dial | | | | | |
| | | | Delete | | | | | |
| ¹ See Advanced User's Guide. | | | | | | | | |
|  The factory settings are shown in Bold with an asterisk. | | | | | | | | |

Fax Preview ()

| Level1 | Level2 | Level3 | Options | Descriptions | Page |
|--|--------|--------|------------|---|------|
| Fax Preview | — | — | On Off* | You can view faxes you receive on the LCD screen. | 39 |
|  The factory settings are shown in Bold with an asterisk. | | | | | |

Entering Text

When you are setting certain menu selections, you may need to enter text into the machine.

Press **A1@** to cycle between letters, numbers and special characters. Up to four letters are assigned to each letter button on the LCD. By pressing the proper button repeatedly, you can access the character you want.



Inserting spaces

To enter a space, press **A1@** to choose special characters, then press the space button **^_** or .



The characters available may differ depending on your country.

Making corrections

If you entered an incorrect character and want to change it, use the arrow buttons to move the cursor under the incorrect character. Then press **☒**. Re-enter the correct character. You can also insert letters by moving the cursor and entering a character.

Repeating letters

If you need to enter a character that is on the same button as the letter before it, press **▶** to move the cursor to the right before you press the same button again.

D

Specifications

General



Note

This chapter provides a summary of the machines' specifications. For additional specifications visit <http://www.brother.com/> for details.

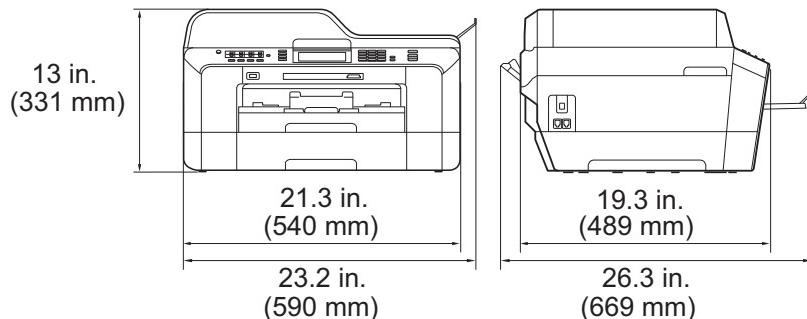
| | | |
|--------------------------------------|---|---------------------------|
| Printer Type | Inkjet | |
| Print Method | Black: Piezo with 210 × 1 nozzle Color: Piezo with 210 × 3 nozzles | |
| Memory Capacity | 192 MB | |
| LCD (Liquid Crystal Display) | Touchscreen 3.3 in. (82.8 mm) TFT Color LCD ¹ | |
| Power Source | AC 100 to 120 V 50/60 Hz | |
| Power Consumption² | Copy Mode: | Approx. 28 W ³ |
| | Ready Mode: | Approx. 8 W |
| | Sleep Mode: | Approx. 4 W |
| | Off: | Approx. 0.3 W |

¹ Measured diagonally.

² Measured when the machine is connected to the USB interface.

³ When using ADF, single-side printing and scanning, resolution: standard / document: ISO/IEC 24712 printed pattern.

Dimensions



| | |
|--|--|
| Weight | 40.8 lb (18.5 kg) |
| Noise | Operating: 50 dB or less ¹ |
| Temperature | Operating: 50 to 95 °F (10 to 35 °C) Best Print Quality: 68 to 91 °F (20 to 33 °C) |
| Humidity | Operating: 20 to 80% (without condensation) Best Print Quality: 20 to 80% (without condensation) |
| ADF (automatic document feeder) | Up to 35 pages Paper: 20 lb (80 g/m ²) Letter or A4 size |
| Document Size | ADF Width: 5.8 in. to 11.7 in. (148 mm to 297 mm) ADF Length: 5.8 in. to 17 in. (148 mm to 431.8 mm) Scanner Glass Width: Max. 11.7 in. (297 mm) Scanner Glass Length: Max. 17 in. (431.8 mm) |

¹ Noise depends on printing conditions.

Print media

Paper Input

Paper Tray #1

- Paper Type:

Plain Paper, Inkjet Paper (coated paper),
Glossy Paper¹ and Transparency^{1,2}

- Paper Size:

Letter, Ledger, A3, Legal, Executive, A4, A5, A6, JIS B4, JIS B5,
Envelopes (commercial No.10, DL, C5, Monarch, Y4), Photo 4" × 6",
Photo L 3.5" × 5", Photo 2L 5" × 7", Index Card and PostCard³

Width: 3.5 in. - 11.7 in. (89 mm - 297 mm)

Length: 5.0 in. - 17.0 in. (127 mm - 431.8 mm)

For more details, see *Paper weight and thickness* on page 27.

- Maximum paper tray capacity:

Approx. 250 sheets of 20 lb (80 g/m²) plain paper

Paper Tray #2

- Paper Type:

Plain Paper

- Paper Size:

Letter, Ledger, A3, Legal, Executive, A4, JIS B4, JIS B5

Width: 7.2 in. - 11.7 in. (182 mm - 297 mm)

Length: 10.1 in. - 17.0 in. (257 mm - 431.8 mm)

For more details, see *Paper weight and thickness* on page 27.

- Maximum paper tray capacity:

Approx. 250 sheets of 20 lb (80 g/m²) plain paper

¹ For glossy paper or transparencies, remove printed pages from the output paper tray immediately after they exit the machine to avoid smudging.

² Use only transparencies recommended for inkjet printing.

³ See *Paper type and size for each operation* on page 26.

| | |
|---------------------|---|
| Paper Input | Manual Feed Slot |
| (Continued) | <ul style="list-style-type: none"> ■ Paper Type: Plain Paper, Inkjet Paper (coated paper), Glossy Paper¹, Transparency^{1 2}, Envelopes and Labels ■ Paper Size: Letter, Ledger, A3, Legal, Executive, A4, A5, A6, JIS B4, JIS B5, Envelopes (commercial No.10, DL, C5, Monarch, Y4), Photo 4" × 6", Photo L 3.5" × 5", Photo 2L 5" × 7", Index Card and PostCard³ Width: 3.5 in. - 11.7 in. (89 mm - 297 mm) Length: 5.0 in. - 17.0 in. (127 mm - 431.8 mm) For more details, see <i>Paper weight and thickness</i> on page 27. ■ Maximum paper tray capacity: 1 sheet of special print media |
| Paper Output | Up to 50 sheets of 20 lb (80 g/m ²) plain paper (face up print delivery to the output paper tray) ¹ |

- ¹ For glossy paper or transparencies, remove printed pages from the output paper tray immediately after they exit the machine to avoid smudging.
² Use only transparencies recommended for inkjet printing.
³ See *Paper type and size for each operation* on page 26.

Fax

| | |
|---|--|
| Compatibility | ITU-T Super Group 3 |
| Duplex Fax Send (2-sided) | Yes. Up to Legal size document (ADF) |
| Modem Speed | Automatic Fallback 33,600 bps |
| Scanning Width (Single-sided document) | 11.3 in. (288 mm) (A3) |
| Scanning Width and Length (Duplex (2-sided) document) | Width: 8.2 in. (208 mm) (Letter/Legal/A4) (ADF) Length: 13.8 in. (349.6 mm) (ADF) |
| Printing Width | 11.5 in. (291 mm) (A3) |
| Gray Scale | Levels: 64 (B&W) / 256 (Color) |
| Resolution | Standard 203 × 98 dpi (Black) 203 × 196 dpi (Color) Fine 203 × 196 dpi (Black/Color) Superfine 203 × 392 dpi (Black) Photo 203 × 196 dpi (Black) |
| One Touch Dial | 16 (8 × 2) |
| Speed Dial | 100 stations × 2 numbers |
| Groups | Up to 6 |
| Broadcasting | 266 (200 Speed Dial/16 One Touch Dial/ 50 Manual Dial) |
| Automatic Redial | 1 time after 5 minutes |
| Memory Transmission | Up to 400 ¹ pages |
| Out of Paper Reception | Up to 400 ¹ pages |

¹ "Pages" refers to the "ITU-T Test Chart #1" (a typical business letter, Standard resolution, MMR code). Specifications and printed materials are subject to change without prior notice.

Copy

| | |
|-------------------------|--|
| Color/Black | Yes/Yes |
| Copy Width | Max. 11.46 in. (291 mm) |
| Multiple Copies | Stacks/Sorts up to 99 pages |
| Enlarge/Reduce | 25% to 400% (in increments of 1%) |
| Resolution | Prints up to 1200 × 1200 dpi |
| Duplex (2-sided) | Yes. Up to Legal size document (ADF) ¹ ■ Paper Type: Plain paper ■ Paper Size: Letter, Ledger ² , A3 ² , Legal, A4, A5, Executive |

¹ Manual duplex is available for Ledger and A3 documents using the scanner glass.

² Minimum top and bottom margins of 0.87 in. (22 mm)

PhotoCapture Center™

| | |
|---|---|
| Compatible Media¹ | Memory Stick™ (16 MB - 128 MB) Memory Stick PRO™ (256 MB - 32 GB) (Not available for music data with MagicGate™) Memory Stick Duo™ (16 MB - 128 MB) Memory Stick PRO Duo™ (256 MB - 32 GB) Memory Stick Micro™ (M2™) with Adapter MultiMedia Card (32 MB - 2 GB) MultiMedia Card plus (128 MB - 4 GB) MultiMedia Card mobile with Adapter (64 MB - 1 GB) SD (16 MB to 2 GB) miniSD with Adapter microSD with Adapter SDHC (4 GB to 32 GB) miniSDHC with Adapter microSDHC with Adapter USB Flash memory drive ² |
| Resolution | Up to 1200 × 2400 dpi |
| File Extension (Media Format) | DPOF (ver. 1.0, ver. 1.1), Exif DCF (up to ver. 2.1) |
| (Image Format) | Photo Print: JPEG ³ , AVI ⁴ , MOV ⁴ Scan to Media: JPEG, PDF (Color) TIFF, PDF (Black & White) |
| Color Enhancement | True2Life™ |
| Photo Enhance | Auto Correct, Enhance Skin, Enhance Scenery, Trimming, Slide Show, Remove Red-eye, Night Scene, Fill Light, Whiteboard, Monochrome and Sepia |
| Number of Files | Up to 999 files (The folder inside memory cards or USB Flash memory drive is also counted.) |
| Folder | File must be stored in the 4th folder level of the memory card or USB Flash memory drive. |
| Borderless | Letter, A4, Ledger, A3, Photo 4" × 6", Photo 2L 5" × 7" ⁵ |

¹ Memory cards, adapters and USB Flash memory drive are not included.

² USB 2.0 Standard
USB Mass Storage standard from 16 MB to 32 GB
Support format: FAT12/FAT16/FAT32

³ Progressive JPEG format is not supported.

⁴ Motion JPEG only

⁵ See *Paper type and size for each operation* on page 26.

PictBridge

| | |
|----------------------|--|
| Compatibility | Supports the Camera & Imaging Products Association PictBridge standard CIPA DC-001. Visit http://www.cipa.jp/pictbridge/ for more information. |
| Interface | USB direct interface |

Scanner

| | |
|--|--|
| Color/Black | Yes/Yes |
| Duplex (2-sided) | Yes. Up to Legal size document (ADF) |
| TWAIN Compliant | Yes (Windows® 2000 Professional/Windows® XP/ Windows® XP Professional x64 Edition/Windows Vista®/ Windows® 7) |
| | Mac OS X 10.4.11, 10.5.x, 10.6.x ¹ |
| WIA Compliant | Yes (Windows® XP ² /Windows Vista®/Windows® 7) |
| ICA Compliant | Yes (Mac OS X 10.6.x) |
| Color Depth | 48 bit color Processing (Input) 24 bit color Processing (Output) (Actual Input: 30 bit color/Actual Output: 24 bit color) |
| Resolution | Up to 19200 × 19200 dpi (interpolated) ³ Up to 2400 × 2400 dpi (optical) (Scanner Glass) Up to 2400 × 1200 dpi (optical) (Single-sided document from ADF) Up to 600 × 600 dpi (optical) (Duplex (2-sided) document from ADF) |
| Scanning Width and Length (Single-sided document) | Width: Up to 11.46 in. (291 mm) Length: Up to 16.77 in. (426 mm) |
| Scanning Width and Length (Duplex (2-sided) document) | Width: Up to 8.3 in. (210 mm) (Letter/Legal/A4) (ADF) Length: Up to 13.8 in. (349.6 mm) (ADF) |
| Gray Scale | 256 levels |

¹ For the latest driver updates for the Mac OS X you are using, visit us at <http://solutions.brother.com/>.

² Windows® XP in this User's Guide includes Windows® XP Home Edition, Windows® XP Professional, and Windows® XP Professional x64 Edition.

³ Maximum 1200 × 1200 dpi scanning when using the WIA Driver for Windows® XP, Windows Vista® and Windows® 7 (resolution up to 19200 × 19200 dpi can be selected by using the Brother scanner utility).

Printer

| | |
|-------------------------|--|
| Resolution | Up to 1200 × 6000 dpi |
| Printing Width | 10.76 in. [11 in. (borderless) ¹] ³ |
| Borderless | Letter, A4, Ledger, A3, A6, Photo 4" × 6", Index Card 5" × 8" Photo L 3.5" × 5", Photo 2L 5" × 7" ² |
| Duplex (2-sided) | <ul style="list-style-type: none">■ Paper Type: Plain paper■ Paper Size: Letter, A4, Ledger⁴, A3⁴, Legal, A5, A6, Executive |

Print Speed⁵

- ¹ When the Borderless feature is set to On.
- ² See *Paper type and size for each operation* on page 26.
- ³ When printing on Ledger size paper.
- ⁴ Minimum top and bottom margins of 0.87 in. (22 mm)
- ⁵ For detailed specifications visit <http://www.brother.com/>.

Interfaces

| | |
|--------------------------|--|
| USB^{1,2} | Use a USB 2.0 interface cable that is no longer than 6 feet (2 m). |
| LAN³ | Use an Ethernet UTP cable category 5 or greater. |
| Wireless LAN | IEEE 802.11b/g/n (Infrastructure/Ad-hoc Mode) |

¹ Your machine has a USB 2.0 Hi-Speed interface. The machine can also be connected to a computer that has a USB 1.1 interface.

² Third party USB ports are not supported.

³ See *Network (LAN)* on page 144 and the *Network User's Guide* for detailed network specifications.

Computer requirements

| SUPPORTED OPERATING SYSTEMS AND SOFTWARE FUNCTIONS | | | | | | | | |
|--|--|--|---|---|------------------------|------------------|-----------------------------------|--------|
| Computer Platform & Operating System Version | | Supported PC Software Functions | PC Interface | Processor Minimum Speed | Minimum RAM | Recommended RAM | Hard Disk Space to install | |
| | | | | | | | For Drivers For Applications | |
| Windows® Operating System ¹ | Windows® 2000 Professional ⁶ | Printing, PC Fax ⁴ , Scanning, Removable Disk ⁷ | USB, 10/100 Base-TX (Ethernet), Wireless 802.11b/g/n | Intel® Pentium® II or equivalent | 64 MB | 256 MB | 150 MB | 500 MB |
| | Windows® XP Home ^{2 5} | | | | 128 MB | | | |
| | Windows® XP Professional ^{2 5} | | | 64-bit (Intel® 64 or AMD64) supported CPU | 256 MB | 512 MB | | |
| | Windows Vista® ^{2 5} | | | Intel® Pentium® 4 or equivalent 64-bit (Intel® 64 or AMD64) supported CPU | 512 MB | 1 GB | 500 MB | 1.2 GB |
| | Windows® 7 ^{2 5} | | | | 1 GB (32 bit) | 1 GB (32 bit) | 650 MB | |
| | Windows Server® 2003 (print only via network) | | | | 2 GB (64 bit) | | | |
| | Windows Server® 2003 x64 Edition (print only via network) | Printing | 10/100 Base-TX (Ethernet), Wireless 802.11b/g/n | Intel® Pentium® III or equivalent 64-bit (Intel® 64 or AMD64) supported CPU | 256 MB | 512 MB | 50 MB | N/A |
| | Windows Server® 2003 R2 (print only via network) | | | | | | | |
| | Windows Server® 2003 R2 x64 Edition (print only via network) | | | | | | | |
| | Windows Server® 2008 (print only via network) | | | 64-bit (Intel® 64 or AMD64) supported CPU Intel® Pentium® 4 or equivalent 64-bit (Intel® 64 or AMD64) supported CPU | 512 MB | 1 GB | | |
| | Windows Server® 2008 R2 (print only via network) | | | | 2 GB | | | |
| | Macintosh Operating System | Mac OS X 10.4.11, 10.5.x | USB ³ , 10/100 Base-TX (Ethernet), Wireless 802.11b/g/n | PowerPC® G4/G5 Intel® Core™ Processor | 512 MB | 1 GB | 80 MB | 400 MB |
| | Mac OS X 10.6.x | | | | Intel® Core™ Processor | 2 GB | | |

Conditions:

- ¹ Microsoft® Internet Explorer® 5.5 or greater.
- ² For WIA, 1200 × 1200 resolution. Brother Scanner Utility enables to enhance up to 19200 × 19200 dpi.
- ³ Third party USB ports are not supported.
- ⁴ PC Fax supports black and white only.
- ⁵ PaperPort™ 12SE supports Windows® XP (SP3 or higher), Windows Vista® (SP2 or higher) and Windows® 7.
- ⁶ PaperPort™ 11SE supports Microsoft® SP4 or higher for Windows® 2000 (Available from the internet).
- ⁷ Removable disk is a function of PhotoCapture Center™.

For the latest driver updates, visit us at
 (in USA) www.brother.com/
 (in Canada) www.brother.ca/
 All trademarks, brand and product names are the property of their respective companies.

Consumable items

| | |
|--------------------------------------|--|
| Ink | The machine uses individual Black, Yellow, Cyan and Magenta ink cartridges that are separate from the print head assembly. |
| Service Life of Ink Cartridge | <p>Starter ink cartridges are in the box. The first time you install the ink cartridges the machine will use extra ink to fill the ink delivery tubes. This is a one-time process that enables high quality printing. Afterward, replacement ink cartridges will print the specified number of pages. Starter cartridge yield is approx. 65% of the yield of the LC75 replacement cartridges.</p> |
| Replacement Consumables | <p><Super High Yield Black> LC79BK <Super High Yield Yellow> LC79Y <Super High Yield Cyan> LC79C <Super High Yield Magenta> LC79M</p> <p>Black - Approximately 2,400 pages ¹ Yellow, Cyan and Magenta - Approximately 1,200 pages ¹</p> <p><High Yield Black> LC75BK <High Yield Yellow> LC75Y <High Yield Cyan> LC75C <High Yield Magenta> LC75M</p> <p>Black, Yellow, Cyan and Magenta - Approximately 600 pages ¹</p> |

¹ Approx. cartridge yield is declared in accordance with ISO/IEC 24711

For more information about the replacement consumables, visit us at www.brother.com/pageyield/.

What is Innobella™?

Innobella™ is a range of genuine consumables offered by Brother. The name "Innobella™" derives from the words "Innovation" and "Bella" (meaning "Beautiful" in Italian) and is a representation of the "innovative" technology providing you with "beautiful" and "long lasting" print results.

When you print photo images, Brother recommends Innobella™ glossy photo paper (BP71 series) for high quality. Brilliant prints are made easier with Innobella™ Ink and paper.



Network (LAN)



Note

For details about the full Network specifications, see the *Network User's Guide*.

| | | |
|----------------------------------|--|-----|
| LAN | You can connect your machine to a network for Network Printing, Network Scanning, PC Fax Send, PC Fax Receive (Windows® only), Remote Setup, and access photos from PhotoCapture Center™ ¹ . Also included is Brother BRAdmin Light ² Network Management software. | |
| Wireless Network Security | SSID (32 chr), WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES) | |
| Setup Support Utility | AOSS™ | Yes |
| | WPS | Yes |

¹ See the Computer Requirements chart on page 142.

² If you require more advanced printer management, use the latest Brother BRAdmin Professional utility version that is available as a download from <http://solutions.brother.com/>.

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Bridgewater, NJ 08807-0911 USA

Brother International Corporation (Canada) Ltd.
1 rue Hôtel de Ville,
Dollard-des-Ormeaux, QC, Canada H9B 3H6

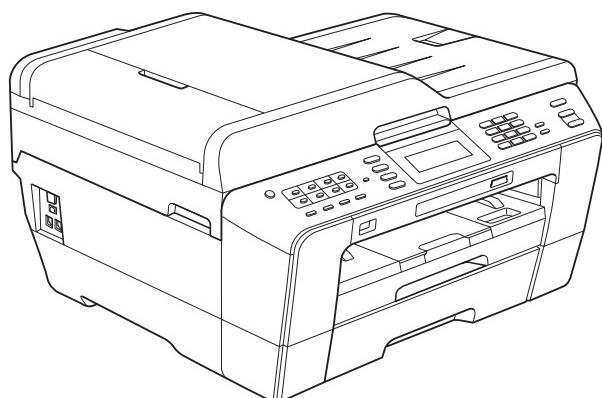
The logo consists of the word "brother" in a lowercase, bold, sans-serif font. A small registered trademark symbol (®) is positioned at the top right corner of the letter "r".

Visit us on the World Wide Web
<http://www.brother.com/>

This machine is approved for use in the country of purchase only. Local Brother companies or their dealers will only support machines purchased in their own countries.

brother[®]

ADVANCED USER'S GUIDE



MFC-J6910DW

Version 0

USA/CAN

User's Guides and where do I find it?

| Which manual? | What's in it? | Where is it? |
|------------------------------|--|---------------------------------|
| Safety and Legal | Read this Guide first. Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations. | Printed / In the box |
| Quick Setup Guide | Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using. | Printed / In the box |
| Basic User's Guide | Learn the basic Fax, Copy, Scan and PhotoCapture Center™ operations and how to replace consumables. See troubleshooting tips. | Printed / In the box |
| Advanced User's Guide | Learn more advanced operations: Fax, Copy, security features, printing reports and performing routine maintenance. | PDF file / Documentation CD-ROM |
| Software User's Guide | Follow these instructions for Printing, Scanning, Network Scanning, PhotoCapture Center™, Remote Setup, PC-Fax, and using the Brother ControlCenter utility. | PDF file / Documentation CD-ROM |
| Network Glossary | This Guide provides basic information about advanced network features of Brother machines along with explanations about general networking and common terms. | PDF file / Documentation CD-ROM |
| Network User's Guide | This Guide provides useful information about wired and wireless network settings and security settings using the Brother machine. You can also find supported protocol information for your machine and detailed troubleshooting tips. | PDF file / Documentation CD-ROM |

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Memory storage

Even if there is a power failure, you will not lose the settings you have chosen using the MENU button because they are stored permanently. Also, you will not lose your settings in the **FAX**, **SCAN**, **COPY** and **PHOTO CAPTURE** mode key menus if you have chosen Set New Default or Favorite Settings. You may have to reset the date and time.



Note

During a power failure the machine will retain messages that are in the memory for approximately 24 hours.

Volume Settings

Ring Volume

You can choose a range of ring volume levels, from **High** to **Off**. The machine will keep your new default setting until you change it.

Setting the Ring Volume from the menu

- 1 Press MENU.
- 2 Press ▲ or ▼ to display General Setup.
- 3 Press General Setup.
- 4 Press ▲ or ▼ to display Volume.
- 5 Press Volume.
- 6 Press Ring.
- 7 Press Low, Med, High or Off.
- 8 Press Stop/Exit.

Beeper Volume

When the beeper is on, the machine will beep when you press a key, make a mistake, or after you send or receive a fax.

You can choose a range of beeper volume levels, from **High** to **Off**.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **General Setup**.
- 3 Press **General Setup**.
- 4 Press **▲** or **▼** to display **Volume**.
- 5 Press **Volume**.
- 6 Press **Beeper**.
- 7 Press **Low**, **Med**, **High** or **Off**.
- 8 Press **Stop/Exit**.

Speaker Volume

You can choose a range of speaker volume levels, from **High** to **Off**.

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **General Setup**.
- 3 Press **General Setup**.
- 4 Press **▲** or **▼** to display **Volume**.
- 5 Press **Volume**.
- 6 Press **Speaker**.
- 7 Press **Low**, **Med**, **High** or **Off**.
- 8 Press **Stop/Exit**.

You can also adjust the speaker volume by pressing **Hook**.

- 1 Press **Hook** on the control panel.
- 2 Press **◀** or **▶** on the Touchscreen to display the **Volume** button.
- 3 Press **Volume**.
- 4 Press **◀** or **▶** on the Touchscreen. Each button press changes the volume to the next setting.
- 5 Press **Hook** on the control panel.

Automatic Daylight Saving Time

You can set the machine to change automatically for daylight saving time. It will reset itself forward one hour in the Spring and backward one hour in the Fall. Make sure you have set the correct date and time in the Date&Time setting.

The factory setting is Off, so you will have to turn on Automatic Daylight Saving Time as follows.

- 1 Press MENU.
- 2 Press ▲ or ▼ to display General Setup.
- 3 Press General Setup.
- 4 Press ▲ or ▼ to display Auto Daylight.
- 5 Press Auto Daylight.
- 6 Press On (or Off).
- 7 Press Stop/Exit.

Sleep Mode

You can choose how long the machine must be idle (from 1 to 60 minutes) before it goes into Sleep Mode. The timer will restart if any operation is carried out on the machine.

- 1 Press MENU.
- 2 Press ▲ or ▼ to display General Setup.
- 3 Press General Setup.
- 4 Press ▲ or ▼ to display Sleep Mode.
- 5 Press Sleep Mode.
- 6 Press 1 Min, 2 Mins, 3 Mins, 5 Mins, 10 Mins, 30 Mins or 60 Mins, which is the length of time the machine is idle before entering sleep mode.
- 7 Press Stop/Exit.

LCD screen

Setting the backlight brightness

You can adjust the brightness of the LCD backlight. If you are having difficulty reading the LCD, try changing the brightness setting.

- 1 Press MENU.
- 2 Press ▲ or ▼ to display General Setup.
- 3 Press General Setup.
- 4 Press ▲ or ▼ to display LCD Settings.
- 5 Press LCD Settings.
- 6 Press Backlight.
- 7 Press Light, Med or Dark.
- 8 Press Stop/Exit.

Setting the Dim Timer for the backlight

You can set how long the LCD backlight stays on after you go back to the Ready screen.

- 1 Press MENU.
- 2 Press ▲ or ▼ to display General Setup.
- 3 Press General Setup.
- 4 Press ▲ or ▼ to display LCD Settings.
- 5 Press LCD Settings.
- 6 Press Dim Timer.
- 7 Press 10 Secs, 20 Secs, 30 Secs or Off.
- 8 Press Stop/Exit.

Dial Prefix

The Dial Prefix setting will automatically dial a predefined number before every fax number you dial. For example, if your telephone system requires you to dial 9 before dialing an outside number use this setting to automatically dial 9 for every fax you send.

Setting up or changing the prefix number

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Initial Setup.
- 3 Press Initial Setup.
- 4 Press ▲ or ▼ to display Dial Prefix.
- 5 Press Dial Prefix.
- 6 Press On (or Off).
- 7 Press Dial Prefix.
- 8 Enter the prefix number (up to 5 digits) by pressing the buttons on the Touchscreen.
- 9 Press OK.



Note

- If your telephone system requires a timed break recall (hookflash), press ! to enter the break.
- You cannot use ! with any other numbers or characters.
- (Canada only) If the pulse dialing mode is on, # and * are not available to use.

- 10 Press Stop/Exit.

Mode Timer

The machine has four temporary mode keys on the control panel: **FAX**, **SCAN**, **COPY** and **PHOTO CAPTURE**. You can change the amount of time the machine takes after the last Scan, Copy or PhotoCapture operation before it returns to FAX mode. If you choose Off, the machine stays in the mode you used last.



- 1 Press MENU.
- 2 Press ▲ or ▼ to display General Setup.
- 3 Press General Setup.
- 4 Press ▲ or ▼ to display Mode Timer.
- 5 Press Mode Timer.
- 6 Press 0 Sec, 30 Secs, 1 Min, 2 Mins, 5 Mins or Off.
- 7 Press Stop/Exit.

Secure Function Lock 2.0

Secure Function Lock lets you restrict public access to certain machine functions:

- Fax Tx (Fax Transmit)
- Fax Rx (Fax Receive)
- Copy
- Scan
- PCC
- PC Print
- Color Print
- Page Limit

This feature also prevents users from changing the default settings of the machine by limiting access to the menu settings.

Before using the security features, you must first enter an administrator password.

Access to restricted operations can be enabled by creating a restricted user. Restricted users must enter a user password to use the machine.

Make a careful note of your password. If you forget it, please call Brother Customer Service.

Note

- Only administrators can set limitations and make changes for each user.
- If Fax Tx is disabled, you cannot use any functions in the Fax menu.
- Polling Receive is enabled only when both Fax Tx and Fax Rx are enabled.

Before you begin to use Secure Function Lock 2.0

You can configure Secure Function Lock 2.0 settings using a Web browser. Before configuration, following preparations are needed.

- 1 Start your Web browser.
- 2 Type “`http://machine’s IP address/`” into your browser’s address bar (where “machine’s IP address” is the machine’s IP address).

- For example:

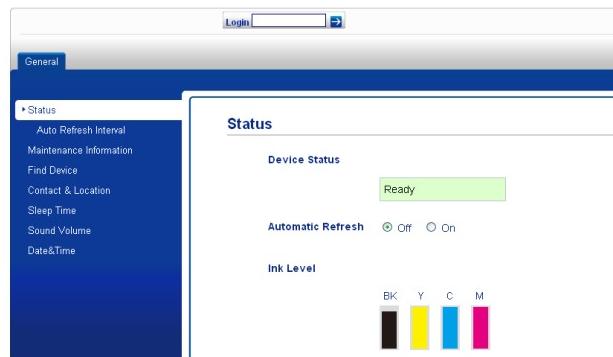
`http://192.168.1.2/`



Note

You can find the machine’s IP address in the Network Configuration List. (See *Printing the Network Configuration List* in the *Network User’s Guide*.)

- 3 Enter a password in the **Login** box. (This is a password to log into the machine’s Web page, not the administrator password for Secure Function Lock.) Click



**Note**

If you are using a Web browser to configure the machine's setting for the first time, set a password.

- 1** Click **Please configure the password.**
- 2** Enter a password you want to use (up to 32 characters).
- 3** Re-enter the password in **Confirm new password** box.
- 4** Click **Submit**.

Setting and changing the Administrator Password

You can configure these settings using a Web browser. To set up the Web page, see *Before you begin to use Secure Function Lock 2.0* on page 6. Then follow the instructions below.

Setting the administrator password

The password you set in these steps is for the administrator. This password is used to set up users and to turn Secure Function Lock on or off. (See *Setting up restricted users* on page 8 and *Turning Secure Function Lock on/off* on page 8.)

- 1** Click **Administrator**.
- 2** Click **Secure Function Lock**.

3

Enter a four-digit number for the password in the **New Password** box.

The screenshot shows the 'Secure Function Lock' configuration page. At the top, there are tabs for General, Address, Fax, Print, Scan, Administrator, and Network. The Administrator tab is selected. Under 'Function Lock', there is a radio button for 'Off' and one for 'On'. Below that is a section for 'Administrator Password' with fields for 'New Password' and 'Retype Password'. A large table at the bottom lists various print and copy functions with checkboxes for each. The 'New Password' field is highlighted with a blue border.

4

Re-enter the password in the **Retype Password** box.

5

Click **Submit**.

Changing the administrator password

- 1** Click **Administrator**.
- 2** Click **Secure Function Lock**.
- 3** Enter a four-digit number for the new password in the **New Password** box.
- 4** Re-enter the new password in the **Retype Password** box.
- 5** Click **Submit**.

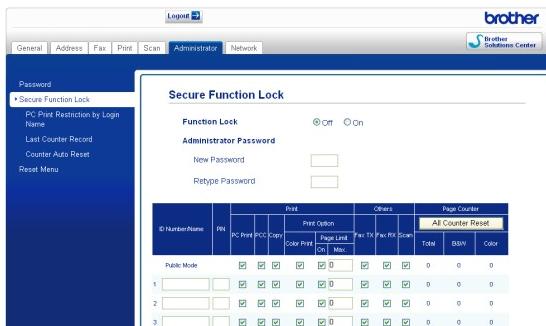
Setting up restricted users

You can set up users with restrictions and a password. You can set up to 10 restricted users.

You can configure these settings using a Web browser.

To set up the Web page, see *Before you begin to use Secure Function Lock 2.0* on page 6. Then follow the instructions below.

- 1 Click **Administrator**.
- 2 Click **Secure Function Lock**.
- 3 Enter an alphanumeric Group name or User name (up to 15 characters) in the **ID Number/Name** box and then enter a four-digit password in the **PIN** box.



- 4 Uncheck the functions that you want to restrict in the **Print** box or the **Others** box. If you want to configure the maximum page count, check the **On** box in **Page Limit**, and then enter the number in the **Max.** box. Then click **Submit**.



- You cannot use the same password as another user's password.
- You can set up one Public user. Public users do not need to enter a password. For more information, see the *Network User's Guide*.

Turning Secure Function Lock on/off



Make a careful note of the administrator password. If you enter the wrong password, the LCD will show **Wrong Password**. Enter the correct password. If you forget it, please call Brother Customer Service.

Turning Secure Function Lock on

- 1 Press **MENU**.
- 2 Press **General Setup**.
- 3 Press **▲** or **▼** to display **Function Lock**.
- 4 Press **Function Lock**.
- 5 Press **Lock Off→On**.
- 6 Enter your four-digit administrator password by pressing the buttons on the Touchscreen.
Press **OK**.

Turning Secure Function Lock off

- 1 Press **i Public**.
- 2 Press **Lock On→Off**.
- 3 Enter your four-digit administrator password by pressing the buttons on the Touchscreen.
Press **OK**.

Switching users

This setting allows a restricted user to log on the machine when Secure Function Lock is turned on.

- 1 Hold down **Shift** as you press *. Or, on the Touchscreen, press  or  (where xxxx is the user's name). Then press **Change User**.
- 2 Press ▲ or ▼ to display your user name.
- 3 Press your user name.
- 4 Enter your four-digit user password by pressing the buttons on the Touchscreen. Press **OK**.

Changing to the Public mode

- 1 Press  (where xxxx is the user's name).
- 2 Press **Go to Public**.



Note
After a restricted user has finished using the machine, it will return to the Public setting within the same time as the Mode Timer setting. (See *Mode Timer* on page 5.)

3

Sending a fax

Additional sending options

Sending faxes using multiple settings

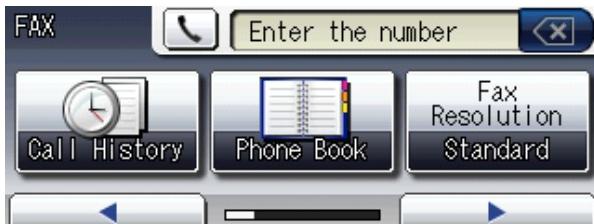
When you send a fax you can choose a combination of settings, such as

Fax Resolution, Contrast, Duplex Fax, Glass Scan Size, Real Time TX, and Preview.

You can also choose: Call History, Phone Book, Broadcasting, Delayed Fax, Batch TX, Polled TX, Polling RX, Overseas Mode, Set New Default, and Factory Reset.

Some settings are only available when sending black & white faxes.

- 1 Press  (FAX).
The LCD shows:



- 2 Press **◀** or **▶** to display a setting you want to change. When the setting is displayed, press it.
- 3 Press an option.
- 4 Repeat steps 2 to 3 to change more settings.



Note

- Most settings are temporary and the machine returns to its default settings after you send a fax.
- You can save some of the settings you use most often by setting them as the default. These settings will stay until you change them again. (See *Setting your changes as the new default* on page 11.)

Stop faxing

To stop faxing, press **Stop/Exit**.

Contrast

If your document is very light or very dark, you may want to change the contrast. For most documents the factory setting **Auto** can be used. It automatically chooses the suitable contrast for your document.

Choose **Light** when sending a light document. Choose **Dark** when sending a dark document.

- 1 Press  (FAX).
- 2 Press **◀** or **▶** to display **Contrast**.
- 3 Press **Contrast**.
- 4 Press **Auto**, **Light** or **Dark**.



Note

Even if you choose **Light** or **Dark**, the machine will send the fax using the **Auto** setting in any of the following conditions:

- When you send a color fax.
- When you choose **Photo** as the **Fax Resolution**.

Changing fax resolution

The quality of a fax can be improved by changing the fax resolution.

- 1 Press  (FAX).
- 2 Press ▲ or ▼ to display Fax Resolution.
- 3 Press Fax Resolution.
- 4 Press the resolution you want.



Note

You can choose four different resolution settings for black & white faxes and two for color faxes.

| Black & White | |
|--------------------------|--|
| Standard | Suitable for most typed documents. |
| Fine | Good for small print and transmits a little slower than Standard resolution. |
| S.Fine | Good for small print or artwork and transmits slower than Fine resolution. |
| Photo | Use when the document has varying shades of gray or is a photograph. Photo has the slowest transmission. |

| Color | |
|--------------|--|
| Standard | Suitable for most typed documents. |
| Fine | Use when the document is a photograph. The transmission time is slower than Standard resolution. |

If you choose S.Fine or Photo and then use the **Color Start** key to send a fax, the machine will send the fax using the Fine setting.

Setting your changes as the new default

You can save the fax settings for Fax Resolution, Contrast, Glass Scan Size, Preview and Real Time TX you use most often by setting them as default. These settings will stay until you change them again.

- 1 Press  (FAX).
- 2 Press ▲ or ▼ to choose the setting you want to change, and then press your new option.
- 3 Repeat this step for each setting you want to change.
- 4 After changing the last setting, press ▲ or ▼ to display Set New Default.
- 5 Press Set New Default.
- 6 Press Yes.
- 7 Press Stop/Exit.

Restoring fax settings to the factory settings

You can restore all the fax settings you have changed to the factory settings. These settings will stay until you change them again.

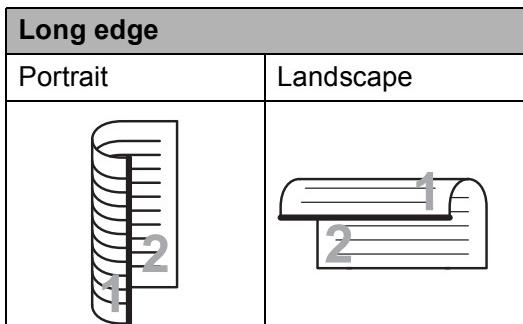
- 1 Press  (FAX).
- 2 Press ▲ or ▼ to display Factory Reset.
- 3 Press Factory Reset.
- 4 Press Yes.
- 5 Press Stop/Exit.

Additional sending operations

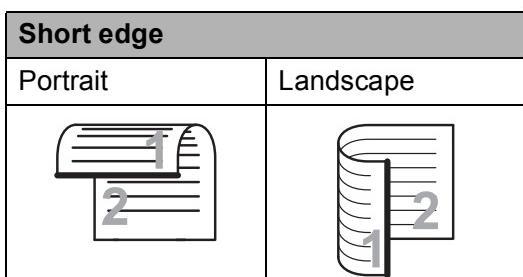
Sending a duplex (2-sided) fax from the ADF

You can send 2-sided documents up to Legal size from the ADF.

- 1 Press **Duplex** on the machine's control panel.
- 2 Load your document in the ADF.
- 3 Press **Fax**.
- 4 Do one of the following:
 - If your document is flipped on the Long edge, press DuplexScan :LongEdge.



- If your document is flipped on the Short edge, press DuplexScan :ShortEdge.



- 5 Enter the fax number.
- 6 Press **Black Start** or **Color Start**.

The machine will now scan and send your document.

Sending a fax manually

Manual transmission lets you hear the dialing, ringing and fax-receiving tones while sending a fax.



Note

To send a multiple page fax, use the ADF.

- 1 Press **(FAX)**.
- 2 Load your document.
- 3 To listen for a dial tone, press **Hook** or pick up the handset of the external telephone.
- 4 Dial the fax number.



Note

If your network supports the LDAP protocol you can search for fax numbers and E-mail addresses on your server. (See *LDAP operation* in the *Network User's Guide*.)

- 5 When you hear the fax tone, press **Black Start** or **Color Start**. If you are using the scanner glass, press **Send** on the Touchscreen to send the fax. If you pressed **Color Start**, go to step ⑥.
- 6 If you picked up the handset of an external telephone, replace it.

Sending a fax at the end of a conversation

At the end of a conversation, you can send a fax to the other party before you both hang up.

- 1 Ask the other party to wait for fax tones (beeps) and then to press the Start or Send key before hanging up.
- 2 Press  (FAX).
- 3 Load your document.
- 4 Press **Black Start** or **Color Start**.
 - If you are using the scanner glass, press **Send** to send the fax.
- 5 Replace the handset of the external phone.

Dual Access (Black & White only)

You can dial a number and start scanning the fax into memory—even when the machine is sending from memory, receiving faxes or printing PC data. The LCD shows the new job number and available memory.

The number of pages you can scan into the memory will vary depending on the data that is printed on them.



Note

If the **Out of Memory** message appears while scanning a document, press **Stop/Exit** to cancel or **Black Start** to send the scanned pages.

Broadcasting (Black & White only)

Broadcasting is when the same fax message is automatically sent to more than one fax number. You can include Groups, One Touch numbers, Speed Dial numbers, and up to 50 manually dialed numbers in the same broadcast.

After the broadcast is finished, a Broadcast Report will be printed.

Before you begin the broadcast

One Touch and Speed Dial numbers must be stored in the machine's memory before they can be used in a broadcast. (See *Storing One Touch Dial numbers* and *Storing Speed Dial numbers* in chapter 7 of the *Basic User's Guide*.)

Group numbers must also be stored in the machine's memory before they can be used in a broadcast. Group numbers include many stored One Touch Dial and Speed Dial numbers for easier dialing. (See *Setting up groups for Broadcasting* on page 37.)

How to broadcast a fax

- 1 Press  (FAX).
 - 2 Load your document.
 - 3 Press **◀** or **▶** to display **Broadcasting**.
 - 4 Press **Broadcasting**.
 - 5 You can add numbers to the broadcast in the following ways:
 - Press **Add Number** and enter a number by pressing the buttons on the Touchscreen.
- Press **OK**.

**Note**

If you downloaded Internet Fax:

If you want to broadcast using an E-mail address, press , enter the E-mail address, and press **OK**. (See *Entering Text* in *appendix C* of the *Basic User's Guide*.)

- Press **Phone Book**.
- Press **#01 A** to search by Alphabetical Order or Numerical Order. Press the locations where you want to send a fax.
- Press **OK**.

**Note**

If you chose Numerical Order:

One Touch Dial locations begin with *. Speed Dial locations begin with #.

- 6 After you have entered all the fax numbers by repeating step ⑥, press **OK**.
- 7 Press **Black Start**.

Faxing from the ADF

- The machine starts scanning and sending the document.

Faxing from the scanner glass

When the LCD asks you **Next Page?**, do one of the following:

- To send a single page, press **No** (or press **Black Start** again).
The machine starts sending the document.
- To send more than one page, press **Yes** and place the next page on the scanner glass.

Press **Black Start**.

The machine starts scanning the page. (Repeat this step for each additional page.)

**Note**

- If you did not use up any of the numbers for Groups, you can broadcast faxes to as many as 266 different numbers.
- The machine's available memory will vary depending on the types of jobs in the memory and the number of locations used for broadcasting. If you broadcast to the maximum number available, you will not be able to use dual access and delayed fax.
- If the **Out of Memory** message appears, press **Stop/Exit** to stop the job. If more than one page has been scanned, press **Black Start** to send the portion that is in the machine's memory.

Cancelling a Broadcast in progress

- 1 Press **Stop/Exit**.
- 2 Do one of the following:
 - To cancel the entire broadcast, press **Entire Broadcast**. Go to step ③.
 - To cancel the current job, press the button that displays the number being dialed. Go to step ④.
 - To exit without canceling, press **Stop/Exit**.
- 3 When the LCD asks if you want to cancel the entire broadcast, do one of the following:
 - Press **Yes** to confirm.
 - To exit without canceling, press **No** or **Stop/Exit**.
- 4 Do one of the following:
 - To cancel the current job, press **Yes**.
 - To exit without canceling, press **No** or **Stop/Exit**.

Real Time Transmission

When you are sending a fax, the machine will scan the document into the memory before sending it. Then, as soon as the telephone line is free, the machine will start dialing and sending.

Sometimes, you may want to send an important document immediately, without waiting for memory transmission. You can do this by turning on Real Time TX.

- 1 Press  (FAX).
- 2 Load your document.
- 3 Press ▲ or ▼ to display Real Time TX.
- 4 Press Real Time TX.
- 5 Press On.



Note

- If you are sending a color fax or the memory is full and you are sending a black & white fax from the ADF, the machine will send the document in real time (even if Real Time TX is set to Off). Faxes from the scanner glass cannot be sent until you clear some of the memory.
- In Real Time Transmission, the automatic redial feature does not work when you are using the scanner glass.

Overseas Mode

If you are having difficulty sending a fax overseas due to possible interference on the telephone line, we recommend that you turn on Overseas Mode. After you send a fax using this feature, the feature will turn itself off.

- 1 Press  (FAX).
- 2 Load your document.
- 3 Press ▲ or ▼ to display Overseas Mode.
- 4 Press Overseas Mode.
- 5 Press On (or Off).

Delayed Faxing (Black & White only)

You can store up to 50 faxes in the memory to be sent within 24 hours. These faxes will be sent at the time of day you enter in step 6.

- 1 Press  (FAX).
- 2 Load your document.
- 3 Press ▲ or ▼ to display Delayed Fax.
- 4 Press Delayed Fax.
- 5 Press On.
- 6 Enter the time you want the fax to be sent (in 24-hour format) by pressing the buttons on the Touchscreen.
(For example, enter 19:45 for 7:45 PM.)
Press OK.



Note

- When you set 12h Clock in the Date&Time setting, enter the time in 12-hour format.
- The number of pages you can scan into the memory depends on the amount of data that is printed on each page.

Delayed Batch Transmission (Black & White only)

Before sending the delayed faxes, your machine will help you economize by sorting all the faxes in the memory by destination and scheduled time. All delayed faxes that are scheduled to be sent at the same time to the same fax number will be sent as one fax to save transmission time.

1 Press  (FAX).

2 Press ▲ or ▼ to display Batch TX.

3 Press Batch TX.

4 Press On.

5 Press Stop/Exit.

Checking and canceling waiting jobs

You can check which jobs are still waiting in the memory to be sent and cancel a job. (If there are no jobs, the LCD shows No Jobs Waiting.)

1 Press MENU.

2 Press ▲ or ▼ to display Fax.

3 Press Fax.

4 Press ▲ or ▼ to display Remaining Jobs.

5 Press Remaining Jobs.
Any waiting jobs appear on the LCD.

6 Press ▲ or ▼ to scroll through the jobs and press the job you want to cancel.
Press OK.

7 Do one of the following:

■ To cancel, press Yes.

If you want to cancel another job go to step 6.

■ To exit without canceling, press No.

8 When you are finished, press Stop/Exit.

Polling overview

Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call. It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work. Not all fax machines support polling.

Polled Transmit (Black & White only)

Polled transmit lets you set up your machine to wait with a document so another fax machine can call and retrieve it.

The document will be stored and can be retrieved by any other fax machine until you delete it from the memory. (See *Checking and canceling waiting jobs* on page 16.)

Setup for polled transmit

- 1 Press  (FAX).
- 2 Load your document.
- 3 Press ▲ or ▼ to display Polled TX.
- 4 Press Polled TX.
- 5 Press On (or Off).
- 6 Press ▲ or ▼ to display any settings you want to change, and press it. Then choose your option. After each setting is accepted, you can continue to change more settings.
- 7 Press Black Start.

- 8 If you are using the scanner glass, the LCD will prompt you to choose one of the following options:

- Press Yes to scan another page. Go to step 9.
- Press No or Black Start to send the document.

- 9 Place the next page on the scanner glass and press Black Start. Repeat steps 8 and 9 for each additional page.

Your machine will automatically send the fax.

Memory Receive (Black & White only)

You can only use one Memory Receive operation at a time:

- Fax Forwarding
- Paging
- Fax Storage
- PC-Fax Receive
- Off

You can change your selection at any time. If received faxes are still in the machine's memory when you change the Memory Receive operation, a question will appear on the LCD. (See *Changing Memory Receive operations* on page 22.)

Receiving faxes into memory when paper tray is empty

As soon as the paper tray becomes empty during fax reception, the LCD shows No Paper Fed. Put some paper in the paper tray. (See *Loading paper and other print media* in chapter 2 of the *Basic User's Guide*.)

If you don't put paper in the paper tray, the machine will carry on receiving the fax, with the remaining pages being stored in memory, if enough memory is available.

Further incoming faxes will also be stored in memory until the memory is full. When the memory is full the machine will stop automatically answering calls. To print the faxes, put fresh paper in the tray.

Fax Forwarding

When you choose Fax Forward, your machine stores the received fax in the memory. The machine will then dial the fax number you have programmed and forward the fax message.

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Setup Receive.
- 5 Press Setup Receive.
- 6 Press ▲ or ▼ to display Memory Receive.
- 7 Press Memory Receive.
- 8 Press Fax Forward.
- 9 Do one of the following:
 - To forward faxes to another machine, enter the forwarding number (up to 20 digits) by pressing the buttons on the Touchscreen.
Press OK.
 - To forward faxes to an E-mail address, press  , enter the E-mail address and press OK.
(See *Entering Text* in appendix C of the *Basic User's Guide*.)

- 10 Press Backup Print:On or Backup Print:Off.

! IMPORTANT

- If you choose Backup Print:On, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine.
- When you receive a color fax, your machine prints the color fax at your machine but does not send the fax to the fax forwarding number you programmed.

- 11 Press Stop/Exit.

Paging

When you choose Paging, your machine dials the cell phone or pager number you have programmed. This activates your cell phone or pager so you will know that you have a fax message in the memory.

If you have set Paging, a backup copy of the received fax will automatically be printed at the machine.

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Setup Receive.
- 5 Press Setup Receive.
- 6 Press ▲ or ▼ to display Memory Receive.
- 7 Press Memory Receive.
- 8 Press Paging.

- 9 Enter your cell phone or pager number followed by # # (up to 20 digits). Press OK.

Do not include the area code if it is the same as that of your machine.
For example, press:
1 8 0 0 5 5 5 1 2 3 4 # #.

- 10 Do one of the following:

- If you are programming your cell phone number and do not need to enter a PIN, press OK.
- If your pager needs a PIN, enter the PIN, press #, press Pause, and then enter your fax number followed by # #.

Press OK.

For example, press:

**1 2 3 4 5 # Pause 1 8 0 0 5 5 5 6 7 8
9 # #**

- If you do not need a PIN, press:

Pause, and then enter your fax number followed by # #. Press OK.

For example, press:

Pause 1 8 0 0 5 5 5 6 7 8 9 # #

- 11 Press Stop/Exit.



Note

You cannot change a paging number or PIN remotely.

Fax Storage

If you choose Fax Storage, your machine stores the received fax in the memory. You will be able to retrieve fax messages from another location using the remote retrieval commands.

If you have set Fax Storage, a backup copy will automatically be printed at the machine.

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Setup Receive.
- 5 Press Setup Receive.
- 6 Press ▲ or ▼ to display Memory Receive.
- 7 Press Memory Receive.
- 8 Press Fax Storage.
- 9 Press Stop/Exit.



Note

Color faxes cannot be stored in the memory. When you receive a color fax your machine prints the color fax at your machine.

Printing a fax from the memory

If you have chosen Paging or Fax Storage, you can still print a fax from the memory when you are at your machine. (See *Memory Receive (Black & White only)* on page 18.)

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Print Fax.
- 5 Press Print Fax.
- 6 Press Black Start.
- 7 Press Stop/Exit.



Note

When you print a fax from the memory, the fax data will be erased.

PC-Fax Receive (Windows® only)

If you turn on the PC-Fax Receive feature your machine will store received faxes in memory and send them to your PC automatically. You can then use your PC to view and store these faxes.

Even if you have turned off your PC (at night or on the weekend, for example), your machine will receive and store your faxes in its memory. The number of received faxes that are stored in the memory will appear on the LCD.

When you start your PC and the PC-FAX Receiving software runs, your machine transfers your faxes to your PC automatically.

To transfer the received faxes to your PC you must have the PC-FAX Receiving software running on your PC. (For details, see *PC-FAX receiving* in the *Software User's Guide*.)

If you choose **Backup Print:On** the machine will also print the fax.

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Setup Receive.
- 5 Press Setup Receive.
- 6 Press ▲ or ▼ to display Memory Receive.
- 7 Press Memory Receive.
- 8 Press PC Fax Receive.
- 9 The LCD shows the message Run PC-Fax on your computer. Press OK.
- 10 Press <USB> or the PC you want to receive faxes.

11 Press OK.

12 Press **Backup Print:On** or **Backup Print:Off**.

13 Press **Stop/Exit**.



Note

- PC-Fax Receive is not supported in the Mac OS.
- Before you can set up PC-Fax Receive you must install the MFL-Pro Suite software on your PC. Make sure your PC is connected and turned on. (For details see *PC-FAX receiving* in the *Software User's Guide*.)
- If you get an error message and the machine cannot print the faxes in memory, you can use this setting to transfer your faxes to your PC. (For details, see *Transferring your faxes or Fax Journal report* in *appendix B* of the *Basic User's Guide*.)
- When you receive a color fax, your machine prints the color fax at your machine but does not send the fax to your PC.

Changing the destination PC

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Setup Receive.
- 5 Press Setup Receive.
- 6 Press ▲ or ▼ to display Memory Receive.
- 7 Press Memory Receive.
- 8 Press PC Fax Receive.

- 9 The LCD shows the message Run PC-Fax on your computer. Press **OK**.
- 10 Press <USB>, or the PC you want to receive faxes.
- 11 Press **OK**.
- 12 Press **Backup Print:On** or **Backup Print:Off**.
- 13 Press **Stop/Exit**.

Turning off Memory Receive operations

- 1 Press **MENU**.
- 2 Press **▲** or **▼** to display **Fax**.
- 3 Press **Fax**.
- 4 Press **▲** or **▼** to display **Setup Receive**.
- 5 Press **Setup Receive**.
- 6 Press **▲** or **▼** to display **Memory Receive**.
- 7 Press **Memory Receive**.
- 8 Press **OFF**.
- 9 Press **Stop/Exit**.



Note

The LCD will give you more options if there are received faxes still in the machine's memory. (See *Changing Memory Receive operations* on page 22.)

Changing Memory Receive operations

If received faxes remain in your machine's memory when you change the Memory Receive Operations, the LCD will ask you one of the following questions:

- **Erase All Fax?**
- **Print All Fax?**
 - If you press **Yes**, faxes in the memory will be erased or printed before the setting changes. If a backup copy has already been printed it will not be printed again.
 - If you press **No**, faxes in the memory will not be erased or printed and the setting will be unchanged.

If received faxes are left in the machine's memory when you change to **PC Fax Receive** from another option [**Fax Forward**, **Paging** or **Fax Storage**], press **▲** or **▼** to choose the PC.

The LCD will ask you the following question:

- **Send Fax to PC?**
 - If you press **Yes**, faxes in the memory will be sent to your PC before the setting changes. You will be asked if you want to turn on Backup Print. (For details, see *PC-Fax Receive (Windows® only)* on page 21.)
 - If you press **No**, faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.

Remote Retrieval

You can call your machine from any touch-tone telephone or fax machine and then use the remote access code and remote commands to retrieve fax messages.

Setting a Remote Access Code

The Remote Access Code lets you access the remote retrieval features when you are away from your machine. Before you can use the remote access and retrieval features, you have to set up your own code. The factory default code is the inactive code (---*).

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Remote Access.
- 5 Press Remote Access.
- 6 Enter a three-digit code using numbers 0-9, *, or # by pressing the buttons on the Touchscreen.
Press OK.
(The preset '*' cannot be changed.)



Note

Do not use the same code as your Fax Receive Code (* 5 1) or Telephone Answer Code (# 5 1). (See *Using external and extension telephones* in chapter 6 of the *Basic User's Guide*.)

- 7 Press Stop/Exit.



Note

You can change your code at any time by entering a new one. If you want to make your code inactive, press **Clear** in step 6 to restore the inactive setting (---*) and press **OK**.

Using your Remote Access Code

4

- 1 Dial your fax number from a touch-tone telephone or another fax machine.
- 2 When your machine answers, enter your remote access code (3 digits followed by *) at once.
- 3 The machine signals if it has received messages:
 - 1 long beep — Fax messages
 - No beeps — No messages
- 4 When the machine gives two short beeps, enter a command.
The machine will hang up if you wait longer than 30 seconds to enter a command.
The machine will beep three times if you enter an invalid command.
- 5 Press **9 0** to stop Remote Access when you have finished.
- 6 Hang up.



Note

If your machine is set to Manual mode and you want to use the remote retrieval features, wait for about 100 seconds after it starts ringing, and then enter the remote access code within 30 seconds.

Remote Fax commands

Follow the commands below to access features when you are away from the machine. When you call the machine and enter your remote access code (3 digits followed by *), the system will give two short beeps and you must enter a remote command.

| Remote commands | | Operation details |
|------------------------|--|--|
| 95 | Change the Fax Forwarding, Paging or Fax Storage settings | |
| | 1 OFF | You can choose OFF after you have retrieved or erased all your messages. |
| | 2 Fax Forwarding | One long beep means the change is accepted. If you hear three short beeps, you cannot make a change because something has not been set up (for example, a Fax Forwarding or Paging number has not been registered). You can register your Fax Forwarding number by entering 4. (See <i>Changing your Fax Forwarding number</i> on page 25.) Once you have registered the number, Fax Forwarding will work. |
| | 3 Paging | |
| | 4 Fax Forwarding number | |
| | 6 Fax Storage | |
| 96 | Retrieve a fax | |
| | 2 Retrieve all faxes | Enter the number of a remote fax machine to receive stored fax messages. (See <i>Retrieving fax messages</i> on page 25.) |
| | 3 Erase faxes from the memory | If you hear one long beep, fax messages have been erased from the memory. |
| 97 | Check the receiving status | |
| | 1 Fax | You can check whether your machine has received any faxes. If yes, you will hear one long beep. If no, you will hear three short beeps. |
| 98 | Change the Receive Mode | |
| | 1 External TAD | If you hear one long beep, your change has been accepted. |
| | 2 Fax/Tel | |
| | 3 Fax Only | |
| 90 | Exit | Pressing 9 0 allows you to exit remote retrieval. Wait for the long beep, then replace the handset. |

Retrieving fax messages

You can call your machine from any touch-tone telephone and have your fax messages sent to another machine. Before you use this feature, you have to turn on Fax Storage.

- 1 Dial your fax number.
- 2 When your machine answers, enter your remote access code (3 digits followed by *) at once. If you hear one long beep, you have messages.
- 3 When you hear two short beeps, press **9 6 2**.
- 4 Wait for a long beep, and then use the dial pad to enter the number of the remote fax machine where you want your fax messages sent, followed by **# #** (up to 20 digits).



Note

You cannot use * and # as dial numbers. However, press # if you want to create a pause.

- 5 Hang up after you hear your machine beep. Your machine will call the other fax machine, which will then print your fax messages.

Changing your Fax Forwarding number

You can change the default setting of your fax forwarding number from another touch-tone telephone or fax machine.

- 1 Dial your fax number.
- 2 When your machine answers, enter your remote access code (3 digits followed by *) at once. If you hear one long beep, you have messages.
- 3 When you hear two short beeps, press **9 5 4**.
- 4 Wait for the long beep, enter the new number (up to 20 digits) of the remote fax machine you want your fax messages forwarded to using the dial pad, then enter **# #**.



Note

You cannot use * and # as dial numbers. However, press # if you want to create a pause.

- 5 Press **9 0** to stop Remote Access when you have finished.
- 6 Hang up after you hear your machine beep.

Additional receiving operations

Printing a reduced incoming fax

If you choose **On**, the machine automatically reduces each page of an incoming fax to fit on one page of Letter, Legal, Ledger, A4 or A3 size paper. The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting. (See *Paper Size and Type* in chapter 2 of the *Basic User's Guide*.)

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Setup Receive.
- 5 Press Setup Receive.
- 6 Press ▲ or ▼ to display Auto Reduction.
- 7 Press Auto Reduction.
- 8 Press On (or Off).
- 9 Press Stop/Exit.

Receiving a fax at the end of a conversation

At the end of a conversation, you can ask the other party to fax you information before you both hang up.

- 1 Ask the other party to place the document in their machine and to press the Start or Send key.
- 2 When you hear the other machine's CNG tones (slowly repeating beeps), press **Black Start** or **Color Start**.
- 3 Press **Receive** to receive the fax.
- 4 Replace the handset of the external telephone.

Polling overview

Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call. It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work. Not all fax machines support polling.

Polling receive

Polling receive lets you call another fax machine to receive a fax.

Setup to receive polling

- 1 Press  (FAX).
- 2 Press ▲ or ▼ to display Polling RX.
- 3 Press Polling RX.
- 4 Press On (or Off).
- 5 Enter the fax number you are polling using One Touch, Speed Dial or the dial pad on the control panel.
- 6 Press **Black Start** or **Color Start**.
The LCD shows Dialing.

Sequential polling (Black & White only)

Sequential polling lets you request documents from several fax machines in one operation. Afterwards, a Sequential Polling Report will be printed.

- 1 Press  (FAX).
- 2 Press ▲ or ▼ to display Polling RX.
- 3 Press Polling RX.
- 4 Press On (or Off).
- 5 Press ▲ or ▼ to display Broadcasting.

- 6 Press Broadcasting.

- 7 Do one of the following:

- Press Add Number and enter a number by pressing the buttons on the Touchscreen.
Press OK.
- Press Phone Book. Press  #01 A to choose Alphabetical Order or Numerical Order. Press ▲ or ▼ to select a number.
Press OK.



Note

If you chose Numerical Order:

One Touch Dial locations begin with *. Speed Dial locations begin with #.

- 8 After you have entered all the fax numbers by repeating step 7, press OK.
- 9 Press **Black Start**.
The machine polls each number or Group number in turn for a document.

Press **Stop/Exit** while the machine is dialing to cancel the polling process.

To cancel all sequential polling receive jobs, see *Checking and canceling waiting jobs* on page 16.

Canceling a Sequential Polling Job

- 1 Press **Stop/Exit**.
- 2 Do one of the following:
 - To cancel the entire sequential polling job, press **Entire Seq. Poll.** Go to step 3.
 - To cancel the current job, press the button that displays the number being dialed. Go to step 4.
 - To exit without canceling, press **Stop/Exit**.
- 3 When the LCD asks if you want to cancel the entire sequential polling job, do one of the following:
 - Press **Yes** to confirm.
 - To exit without canceling, press **No** or **Stop/Exit**.
- 4 Do one of the following:
 - To cancel the current job, press **Yes**.
 - To exit without canceling, press **No** or **Stop/Exit**.

Voice operations

Voice calls can be made either with an external telephone by dialing manually or by using Quick Dial numbers.

Tone or Pulse (Canada only)

If you have a Pulse dialing service, but need to send tone signals (for example, for telephone banking), follow the instructions below:

- 1 Pick up the handset of an external telephone or press **Hook**.
- 2 Press **#** on the machine's control panel. Any digits dialed after this will send tone signals.

When you hang up, the machine will return to the Pulse dialing service.

Fax/Tel mode

When the machine is in Fax/Tel mode, it will use the F/T Ring (pseudo/double-ringing) to alert you to pick up a voice call.

If you are at the extension telephone, you'll need to lift the handset during the F/T Ring and then press **# 5 1** between the pseudo/double-rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the machine by pressing *** 5 1**.

If you are at the machine, lift the external telephone's handset, and then press **Hook** to answer.

Caller ID

The Caller ID feature lets you use the Caller ID subscriber service offered by many local telephone companies. Call your telephone company for details. This service shows the telephone number, or name if it is available, of your caller as the line rings.

After a few rings, the LCD shows the telephone number of your caller (and name, if available). Once you answer a call, the Caller ID information disappears from the LCD, but the call information stays stored in the Caller ID memory.

You can view the list or choose one of these numbers to fax to, add to One Touch or Speed Dial, or delete from the history. (See *Caller ID history* on page 32.)

- You can see the first 20 characters of the number (or name).
- The **# Unavailable** message means the call originated outside your Caller ID service area.
- The **Private Call** message means the caller has intentionally blocked transmission of Caller ID information.

You can print a list of the Caller ID information received by your machine. (See *How to print a report* on page 40.)

Note

- This feature may not be available in certain areas of the USA and Canada.
- The Caller ID service varies with different carriers. Call your local telephone company to find out about the kind of service available in your area.

Setting up your area code (USA only)

When returning calls from the Caller ID history your machine will automatically dial “1” plus the area code for all calls. If your local dialing plan requires that the “1” not be used for calls within your area code, enter your area code in this setting. With the area code setting, calls returned from the Caller ID history to numbers *within* your area code will be dialed using 10 digits (area code + 7-digit number). If your dialing plan does not follow the standard 1 + area code + 7-digit number dialing system for calling *outside* your area code, you may experience problems returning calls automatically from the Caller ID history. If this is not the procedure followed by your dialing plan, you will not be able to return calls automatically.

- 1** Press MENU.
- 2** Press ▲ or ▼ to display Fax.
- 3** Press Fax.
- 4** Press ▲ or ▼ to display Miscellaneous.
- 5** Press Miscellaneous.
- 6** Press ▲ or ▼ to display Area Code.
- 7** Press Area Code.
- 8** Enter your Area Code (3-digit number), and press OK.
- 9** Press Stop/Exit.

Special line considerations

Roll-over telephone lines

A roll-over telephone system is a group of two or more separate telephone lines that pass incoming calls to each other if they are busy. The calls are usually passed down or “rolled over” to the next available telephone line in a preset order.

Your machine can work in a roll-over system as long as it is the last number in the sequence so the call cannot roll away. Do not put the machine on any of the other numbers; when the other lines are busy and a second fax call is received, the fax call will be sent to a line that does not have a fax machine. **Your machine will work best on a dedicated line.**

Two-line telephone system

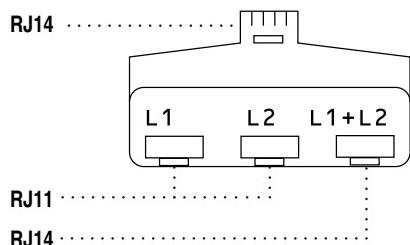
A two-line telephone system is nothing more than two separate telephone numbers on the same wall outlet. The two telephone numbers can be on separate jacks (RJ11) or mixed into one jack (RJ14). Your machine must be plugged into an RJ11 jack. RJ11 and RJ14 jacks may be equal in size and appearance and both may contain four wires (black, red, green, yellow). To test the type of jack, plug in a two-line telephone and see if it can access both lines. If it can, you must separate the line for your machine.

Converting telephone wall outlets

There are three ways to convert to an RJ11 jack. The first two ways may require help from the telephone company. You can change the wall outlets from one RJ14 jack to two RJ11 jacks. Or, you can have an RJ11 wall outlet installed and slave or jump one of the telephone numbers to it.

The third way is the easiest: Buy a triplex adapter. You can plug a triplex adapter into an RJ14 outlet. It separates the wires into two separate RJ11 jacks (Line 1, Line 2) and a third RJ14 jack (Lines 1 and 2). If your machine is on Line 1, plug the machine into L1 of the triplex adapter. If your machine is on Line 2, plug it into L2 of the triplex adapter.

Triplex Adapter



Installing machine, external two-line TAD and two-line telephone

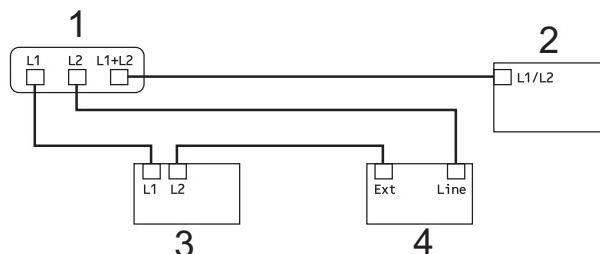
When you are installing an external two-line telephone answering device (TAD) and a two-line telephone, your machine must be isolated on one line at both the wall jack and at the TAD. The most common connection is to put the machine on Line 2, which is explained in the following steps. The back of the two-line TAD must have two telephone jacks: one labeled L1 or L1/L2, and the other labeled L2. You will need at least three telephone line cords: the one that came with your machine and two for your external two-line TAD. You will need a fourth line cord if you add a two-line telephone.

- 1 Put the two-line TAD and the two-line telephone next to your machine.

2 Plug one end of the telephone line cord for your machine into the L2 jack of the triplex adapter. Plug the other end into the LINE jack on the back of the machine.

3 Plug one end of the first telephone line cord for your TAD into the L1 jack of the triplex adapter. Plug the other end into the L1 or L1/L2 jack of the two-line TAD.

4 Plug one end of the second telephone line cord for your TAD into the L2 jack of the two-line TAD. Plug the other end into the EXT. jack on the left side of the machine.



1 Triplex Adapter

2 Two Line Telephone

3 External Two Line TAD

4 Machine

Your additional two-line telephones on other wall outlets do not require adapters. There are two ways to add a two-line telephone to the machine's wall outlet. You can plug the telephone line cord from the two-line telephone into the L1+L2 jack of the triplex adapter. Or, you can plug the two-line telephone into the TEL jack of the two-line TAD.

Additional dialing operations

Outgoing Call

The last 30 numbers you sent a fax to will be stored in the outgoing call history. You can choose one of these numbers to fax to, add to One Touch or Speed Dial, or delete from the history.

1 Press **Redial/Pause**.

You can also press



(Call History).

2 Press the Outgoing Call tab.

3 Press the number you want.

4 Do one of the following:

- To send a fax, press **Send a fax**.

- If you want to store the number, press **More** and then press **Add to Speed Dial** or **Add to One Touch Dial**.

(See *Storing One Touch numbers from Outgoing Calls* on page 34 or *Storing Speed Dial numbers from Outgoing Calls* on page 35.)

- If you want to delete the number from the Outgoing Call history list, press **More** and then press **Delete**.

Press **Yes** to confirm.

5 Press **Stop/Exit**.

Caller ID history

This feature requires the Caller ID subscriber service offered by many local telephone companies. (See *Caller ID* on page 29.)

The number, or name if available, from the last 30 fax and telephone calls you received will be stored in the Caller ID history. You can view the list or choose one of these numbers to fax to, add to One Touch or Speed Dial, or delete from the history. When the thirty-first call comes into the machine, it replaces information about the first call.



Note

If you are not a Caller ID subscriber, Caller ID history only allows you to view and delete the dates of calls.

1 Press (Call History).

2 Press **Caller ID hist.**

3 Press **▲** or **▼** to display the number or the name you want to call.

4 Press the number or the name you want to call.

5 Do one of the following:

- To send a fax, press **Send a fax**.

- If you want to store the number, press **More** and then press **Add to Speed Dial** or **Add to One Touch Dial**.

(See *Storing One Touch numbers from the Caller ID history* on page 34 and *Storing Speed Dial numbers from the Caller ID history* on page 36.)

- If you want to delete the number from the Caller ID history list, press **More** and then press **Delete**.

Press **Yes** to confirm.

6 Press **Stop/Exit**.

**Note**

- (USA only) If you redial from the Caller ID history outside your area code, you must set up your AREA CODE in advance. (See *Setting up your area code (USA only)* on page 30.)
- You can print the Caller ID List. (See *How to print a report* on page 40.)

Dialing access codes and credit card numbers

Sometimes, you may want to choose from several long distance carriers when you send a fax. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes of long-distance carriers and credit card numbers as One Touch and Speed Dial numbers. You can store these long dialing sequences by dividing them and setting them up as separate One Touch and Speed Dial numbers in any combination. You can even include manual dialing using the dial pad. (See *Storing One Touch Dial numbers* or *Storing Speed Dial numbers* in chapter 7 of the *Basic User's Guide*.)

For example, you might have stored '555' on Speed Dial: 03 and '7000' on One Touch: 02. You can use them both to dial '555-7000' if you press the following buttons on the Touchscreen:

- 1 Press (Phone Book).
- 2 Press #03.

**Note**

One Touch Dial locations begin with *. Speed Dial locations begin with #.

- 3 Press Send a fax.
- 4 Press Phone Book.
- 5 Press *02.

- 6 Press Send a fax.

- 7 Press **Black Start** or **Color Start**. You will dial '555-7000'.

To temporarily change a number, you can substitute part of the number with manual dialing using the dial pad. For example, to change the number to 555-7001 you could press (Phone Book), press #03, press Send a fax and then press **7001** using the dial pad.

**Note**

If you must wait for another dial tone or signal at any point in the dialing sequence, create a pause in the number by pressing **Redial/Pause**. Each key press adds a 3.5-second delay.

Additional ways to store numbers

Storing One Touch numbers from Outgoing Calls

You can store One Touch numbers from the Outgoing Call history.

1 Press **Redial/Pause**.

You can also choose by pressing



(Call History).

2 Press **Outgoing Call tab**.

3 Press the number you want to store.

4 Press **More**.

5 Press **Add to One Touch Dial**.

6 To choose where the number will be stored, do one of the following:

- To accept the displayed next available One Touch location, press **OK**.
- To enter a different One Touch location, press a number by pressing the buttons on the Touchscreen.

Press **OK**.



Note

If the One Touch location you choose is already taken, the **OK** button on the LCD will not work. Choose a different location.

7 Do one of the following:

- Enter the name by pressing the buttons on the Touchscreen (up to 16 characters).

Press **OK**.

(To help you enter letters, see *Entering Text in appendix C of the Basic User's Guide*.)

- To store the number without a name, press **OK**.

8 Press **OK** to accept the displayed telephone or fax number.

9 When the LCD shows your settings, press **OK** to confirm.

10 Press **Stop/Exit**.

Storing One Touch numbers from the Caller ID history

If you have the Caller ID subscriber service from your telephone company, you can also store One Touch numbers from incoming calls in the Caller ID History. (See *Caller ID* on page 29.)

1 Press (Call History).

2 Press the **Caller ID hist. tab**.

3 Press **▲** or **▼** to display the number you want to store.

4 Press the number you want to store.

5 Press **More**.

6 Press **Add to One Touch Dial**.

7 To choose where the number will be stored, do one of the following:

- To accept the displayed next available One Touch location, press **OK**.
- To enter a different One Touch location, press a number by pressing the buttons on the Touchscreen.

Press **OK**.



Note

If the One Touch location you choose is already taken, the **OK** button on the LCD will not work. Choose a different location.

8 Do one of the following:

- If you want to store the displayed name, press **OK**.
 - Enter the name (up to 16 characters) by pressing the buttons on the Touchscreen.
- Press **OK**.
 (To help you enter letters, see *Entering Text in appendix C of the Basic User's Guide*.)
- To store the number without a name, press **OK**.

9 Press **OK** to confirm the fax or telephone number.

10 When the LCD shows your settings, press **OK** to confirm.

11 Press **Stop/Exit**.

Storing Speed Dial numbers from Outgoing Calls

You can also store Speed Dial numbers from the Outgoing Call history.

1 Press **Redial/Pause**.

You can also choose the number by pressing  (Call History).

2 Press the Outgoing Call tab.

3 Press the name or number you want to store.

4 Press **More**.

5 Press Add to Speed Dial.

6 Do one of the following:

- Enter the name (up to 16 characters) by pressing the buttons on the Touchscreen.
- Press **OK**.
 (To help you enter letters, see *Entering Text in appendix C of the Basic User's Guide*.)
- To store the number without a name, press **OK**.

7 Press **OK** to confirm the fax or telephone number you want to store.

8 Do one of the following:

- Enter the second fax or telephone number (up to 20 digits) by pressing the buttons on the Touchscreen.
- Press **OK**.
- If you do not want to store a second number, press **OK**.

9 To choose where the number will be stored, do one of the following:

- To accept the displayed next available Speed Dial location, press **OK**.
- To enter a different Speed Dial location, press a 2-digit number by pressing the buttons on the Touchscreen.

Press **OK**.

 **Note**

- Speed Dial locations begin with # (for example, # 0 2).
- If the 2-digit Speed Dial location you choose is already taken, the **OK** button on the LCD will not work. Choose a different location.

10 When the LCD shows your settings, press **OK** to confirm.

11 Press **Stop/Exit**.

Storing Speed Dial numbers from the Caller ID history

If you have the Caller ID subscriber service from your telephone company, you can also store Speed Dial numbers from incoming calls in the Caller ID History. (See *Caller ID* on page 29.)

- 1 Press  (Call History).
- 2 Press the Caller ID hist. tab.
- 3 Press ▲ or ▼ to display the number you want to store.
- 4 Press the number you want to store.
- 5 Press More.
- 6 Press Add to Speed Dial.
- 7 Do one of the following:
 - If you want to store the displayed name, press OK.
 - Enter the name (up to 16 characters) by pressing the buttons on the Touchscreen.
 Press OK.
 (To help you enter letters, see *Entering Text* in appendix C of the *Basic User's Guide*.)
- 8 Press OK to confirm the fax or telephone number you want to store.
- 9 Do one of the following:
 - Enter a second fax or telephone number (up to 20 digits) by pressing the buttons on the Touchscreen.
 - If you do not want to store a second number, press OK.

- 10 To choose where the number will be stored, do one of the following:

- To accept the displayed next available Speed Dial location, press OK.
- To enter a different Speed Dial location, press a 2-digit number by pressing the buttons on the Touchscreen.

Press OK.



Note

- Speed Dial locations begin with # (for example, # 0 2).
- If the 2-digit Speed Dial location you choose is already taken, the OK button on the LCD will not work. Choose a different location.

- 11 When the LCD shows your settings, press OK to confirm.
- 12 Press Stop/Exit.

Setting up groups for Broadcasting

Groups, which can be stored on a One Touch key or Speed Dial location, allow you to send the same fax message to many fax numbers by pressing only a One Touch key or a Speed Dial location by pressing

 (Phone Book), the two-digit location, Send a fax and **Black Start**.

First, you'll need to store each fax number in a One Touch key or Speed Dial location.

Then you can include them as numbers in the Group. Each Group uses up a One Touch key or Speed Dial location. You can have up to six Groups, or you can assign up to 215 numbers to a large Group.

(See *Broadcasting (Black & White only)* on page 13 and *Storing One Touch Dial numbers* and *Storing Speed Dial numbers* in chapter 7 of the *Basic User's Guide*.)

- 1 Press  (Phone Book).
- 2 Press More.
- 3 Press Setup Groups.
- 4 Press Set Speed Dial or Set One Touch Dial.
If you choose Set Speed Dial go to step 6.
- 5 To accept the next available One Touch key number press OK.
- 6 Enter the group name (up to 16 characters) by pressing the buttons on the Touchscreen.
Press OK.
- 7 When the LCD shows the next available Group number, press OK.
This Group number and name will automatically be assigned to the next available Speed Dial location.

- 8 Add One Touch or Speed Dial numbers to the Group by pressing them to display a red checkmark. Press OK.
If you want to list the numbers in alphabetical order, press .

Note

One Touch Dial locations begin with *. Speed Dial locations begin with #.

- 9 When the LCD shows the Group Name and numbers, press OK to confirm.
- 10 Do one of the following:
 - To store another Group for broadcasting, repeat steps 2 to 9.
 - To finish storing Groups for broadcasting, press **Stop/Exit**.

Note

You can print a list of all the One Touch and Speed Dial numbers. Group numbers will be marked in the GROUP column.
(See *Reports* on page 40.)

Changing a Group name

- 1 Press  (Phone Book).
- 2 Press More.
- 3 Press Change.
- 4 Press ▲ or ▼ to display the Group you want to change.
- 5 Press the Group.
- 6 Press Name :.
- 7 Enter the new name (up to 16 characters) by pressing the buttons on the Touchscreen.
Press OK.
(See *Entering Text* in appendix C of the *Basic User's Guide*. For example, type NEW CLIENTS.)



Note

How to change the stored name or number:

If you want to change a character, press ◀ or ▶ to position the cursor under the character you want to change, and then press . Re-enter the character.

- 8 Press OK.
- 9 Press Stop/Exit.

Deleting a Group

- 1 Press  (Phone Book).
- 2 Press More.
- 3 Press Delete.
- 4 Press ▲ or ▼ to display the Group you want to delete.
- 5 Press the Group Name.
- 6 Press OK.
Press Yes to confirm.
- 7 Press Stop/Exit.

Deleting a number from a Group

- 1 Press  (Phone Book).
- 2 Press More.
- 3 Press Change.
- 4 Press ▲ or ▼ to display the Group you want to change.
- 5 Press the Group.
- 6 Press Add/Del.
- 7 Press ▲ or ▼ to display the number you want to delete from the Group.
- 8 Press the check box of the number you want to delete to uncheck it.
Press OK to confirm.
- 9 Press OK.
- 10 Press Stop/Exit.

6

Printing reports

Fax reports

Use the MENU button on the LCD to set up the Transmission Verification Report and the Journal Period.

Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax. (For details about how to set up the type of report you want, see *Transmission Verification Report* in chapter 4 of the *Basic User's Guide*.)

Fax Journal (activity report)

You can set the machine to print a journal at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). If you set the interval to *Off*, you can still print the report by following the steps in *How to print a report* on page 40. The factory setting is Every 50 Faxes.

- 1 Press MENU.
- 2 Press ▲ or ▼ to display Fax.
- 3 Press Fax.
- 4 Press ▲ or ▼ to display Report Setting.
- 5 Press Report Setting.
- 6 Press Journal Period.

7

Press ◀ or ▶ to choose an interval. If you choose *Every 50 Faxes*, go to step 10.

- 6, 12, 24 hours, 2 or 7 days

The machine will print the report at the chosen time and then erase all jobs from its memory. If the machine's memory becomes full with 200 jobs before the time you chose has passed, the machine will print the Journal early and then erase all jobs from the memory. If you want an extra report before it is due to print, you can print it without erasing the jobs from the memory.

- Every 50 Faxes

The machine will print the Journal when the machine has stored 50 jobs.

8

Enter the time to start printing in 24-hour format.

Press OK.

(For example: enter 19:45 for 7:45 PM.)



Note

When you set *12h Clock* in the Date&Time setting, enter the time in 12-hour format.

9

If you choose *Every 7 Days*, the LCD will ask you to choose the first day for the 7-day countdown.

10

Press Stop/Exit.

Reports

The following reports are available:

■ Transmission

Prints a Transmission Verification Report for your last transmission.

■ Help List

A help list showing how to program your machine.

■ Quick Dial

Lists names and numbers stored in the One Touch and Speed Dial memory, in alphabetical or numerical order.

■ Fax Journal

Lists information about the last incoming and outgoing faxes.

(TX: Transmit.) (RX: Receive.)

■ User Settings

Lists your settings.

■ Network Config

Lists your Network settings.

■ WLAN Report

Prints the result of the WLAN connection.

■ Caller ID hist.

Lists the available Caller ID information about the last 30 received faxes and telephone calls.

How to print a report

1 Press MENU.

2 Press ▲ or ▼ to display Print Reports.

3 Press Print Reports.

4 Press the report you want.

5 (Quick Dial Only) Press Alphabetical Order or Numerical Order.

6 Press Black Start.

7 Press Stop/Exit.

Copy settings

You can change the copy settings for the next copy.

These settings are temporary. The machine returns to its default settings 1 minute after copying unless you have set the Mode Timer to 30 seconds or less. (See *Mode Timer* on page 5.)

To change a setting, press **COPY** and then press **◀** or **▶** to scroll through the copy settings. When the setting you want is displayed, press it and choose your option.

When you are finished choosing settings, press **Black Start** or **Color Start**.



Note

- You can save some of the settings that you use most often by setting them as default. These settings will stay until you change them again. (See *Setting your favorites* on page 53.)
- The Ink Save Mode, Thin Paper Copy, Book Copy and Watermark Copy features are supported by technology from Reallusion, Inc.



REALLUSION

Stop copying

To stop copying, press **Stop/Exit**.

Changing copy quality

You can choose from a range of quality. The factory setting is **Normal**.

■ Fast

Fast copy speed and lowest amount of ink used. Use to save time printing documents to be proof-read, large documents or many copies.

■ Normal

Normal is the recommended mode for ordinary printouts. This produces good copy quality with good copy speed.

■ Best

Use Best mode to copy precise images such as photographs. This provides the highest resolution and slowest speed.

- 1 Press **(COPY)**.
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press **◀** or **▶** to display Quality.
- 5 Press Quality.
- 6 Press Fast, Normal or Best.
- 7 If you do not want to change additional settings, press **Black Start** or **Color Start**.

Enlarging or reducing the copied image

You can choose an enlargement or reduction ratio. If you choose Fit to Page, your machine will adjust the size automatically to the paper size you set.

- 1 Press  (COPY).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press **◀** or **▶** to display Enlarge/Reduce.
- 5 Press Enlarge/Reduce.
- 6 Press 100%, Enlarge, Reduce, Fit to Page or Custom (25–400%).
- 7 Do one of the following:
 - If you chose Enlarge or Reduce, press the enlargement or reduction ratio you want.
 - If you chose Custom (25–400%), enter an enlargement or reduction ratio from 25% to 400%.
Press OK.
 - If you chose 100% or Fit to Page, go to step 8.

| |
|--------------------|
| 198% 4" x 6" → A4 |
| 186% 4" x 6" → LTR |
| 130% LTR → LGR |
| 104% EXE → LTR |
| 100% |
| 97% LTR → A4 |
| 93% A4 → LTR |
| 85% LTR → EXE |
| 83% LGL → A4 |
| 78% LGL → LTR |
| 64% LGR → LTR |
| 46% LTR → 4" x 6" |
| Fit to Page |
| Custom (25–400%) |

- 8 If you do not want to change additional settings, press **Black Start** or **Color Start**.



Note

- Page Layout is not available with Enlarge/Reduce.
- Page Layout, Book Copy, Sort, Thin Paper Copy and Watermark Copy are not available with Fit to Page.
- Fit to Page does not work properly when the document on the scanner glass is skewed more than 3 degrees. Using the document guidelines on the left and top, place your document in the upper left hand corner, with the document face down on the scanner glass.
- Fit to Page is not available for a Legal size document.
- When using Ledger or A3 size paper, 1side→2side and 2side→2side of Duplex Copy is not available with Enlarge/Reduce.

Making N in 1 copies or a poster (Page Layout)

The N in 1 copy feature can help you save paper by letting you copy two or four pages onto one printed page.

The 1 to 2 feature copies one Ledger or A3 size page onto two Letter or A4 size pages. If you use this setting, use the scanner glass.

You can also produce a poster. When you use the poster feature your machine divides your document into sections, then enlarges the sections so you can assemble them into a poster. If you want to print a poster, you must use the scanner glass and Tray #1.

! IMPORTANT

- Make sure the paper size is set to Letter, Ledger, A4, A3 or Executive.
- If you are producing multiple color copies, N in 1 copy is not available.
- (P) means Portrait and (L) means Landscape.
- You can only make one poster copy and 1 to 2 copy at a time.
- Poster copy is not available when using transparencies or Executive size paper.
- Poster copy is not available when you feed paper from Tray #2.

Note

- Watermark Copy, Book Copy, Sort, Thin Paper Copy, Ink Save Mode and Enlarge/Reduce are not available with Page Layout.
- Skew Adjustment is not available with Poster and 1 to 2 copy.
- Duplex Copy is not available with Poster copy.
- 2side→2side and 2side→1side of Duplex Copy are not available with 1 to 2.

- 1 Press  (COPY).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to display Page Layout.
- 5 Press Page Layout.
- 6 Press ▲ or ▼ to display Off(1in1), 2in1(P), 2in1(L), 4in1(P), 4in1(L), 1 to 2, Poster (2 x 1), Poster (2 x 2), Poster (3 x 3) or 2 in 1 (ID).¹

¹ For details about 2 in 1 (ID), see *2 in 1 ID Copy* on page 46.

If you chose 2in1 or Poster (2 x 2) with Ledger or A3, go to step 7 to choose the paper size of your document. If you choose another setting, go to step 8.

- 7 Do one of the following:

- If you chose 2in1(P) or 2in1(L), press LGRx2 → LGRx1, LTRx2 → LGRx1, A3x2 → A3x1 or A4x2 → A3x1.
- If you chose Poster (2 x 2), press LGRx1 → LGRx4, LTRx1 → LGRx4, A3x1 → A3x4 or A4x1 → A3x4.

- 8 If you do not want to change additional settings, press **Black Start** or **Color Start** to scan the page.

If you placed the document in the ADF or are making a poster, the machine scans the pages and starts printing.

If you are using the scanner glass, go to step 9.

- 9 After the machine scans the page, press **Yes** to scan the next page.
- 10 Place the next page on the scanner glass. Press **Black Start** or **Color Start** to scan the document. Repeat steps 9 and 10 for each page of the layout.
- 11 After all the pages have been scanned, press **No** to finish.



Note

If you have chosen photo paper as the Paper Type for N in 1 copies, the machine will print the images as if plain paper had been chosen.

If you are copying from the ADF, insert the document face up in the direction shown below:

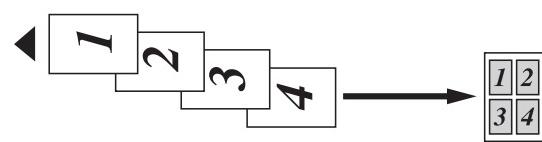
- **2in1 (P)**



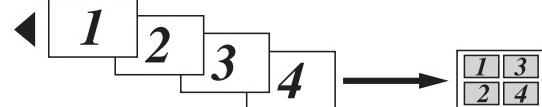
- **2in1 (L)**



- **4in1 (P)**



- **4in1 (L)**



If you are copying from the scanner glass, place the document face down in the direction shown below:

■ 2in1 (P)



■ 2in1 (L)



■ 4in1 (P)



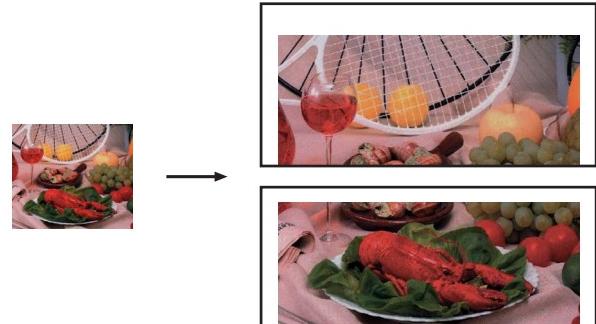
■ 4in1 (L)



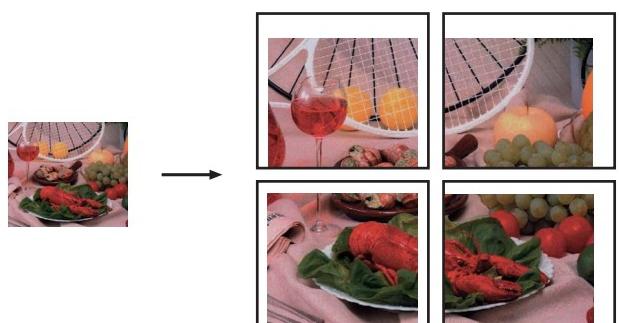
■ 1 to 2



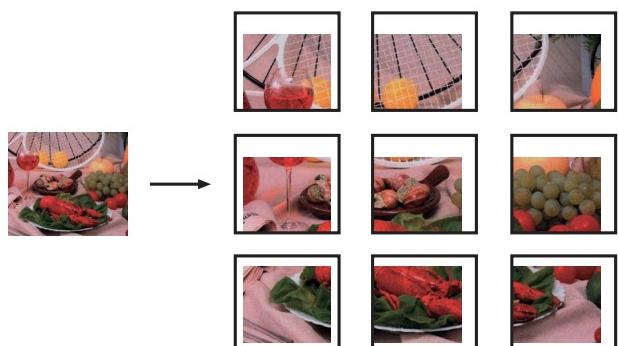
■ Poster (2 x 1)



■ Poster (2 x 2)



■ Poster (3 x 3)



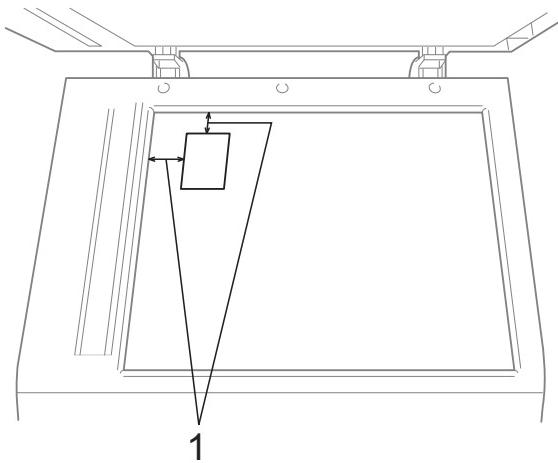
2 in 1 ID Copy

You can copy both sides of your identification card onto one page, keeping the original card size. Make sure the paper size is set to Letter or A4.



Note
You can copy an identification card to the extent permitted under applicable laws. See *Legal limitations for copying* in the *Safety and Legal Booklet*.

- 1 Press (COPY).
- 2 Place your identification card face down at the left corner of the scanner glass.



- 1 0.12 in. (3 mm) or greater (top, left)
- 3 Enter the number of copies you want.
- 4 Press or to display Page Layout.
- 5 Press Page Layout.
- 6 Press or to display 2 in 1 (ID).
- 7 Press 2 in 1 (ID).
- 8 Press **Black Start** or **Color Start**.
The machine starts scanning the first page.

- 9 After the machine copies the one side, press Yes. Turn over the identification card and press **Black Start** or **Color Start** to scan the another side.



Note

- Watermark Copy, Book Copy, Sort, Duplex Copy, Thin Paper Copy, Ink Save Mode and Enlarge/Reduce are not available with 2 in 1 (ID).
- If you are producing multiple color copies, 2 in 1 (ID) copy is not available.

Sorting copies using the ADF

You can sort multiple copies. Pages will be stacked in the order 321, 321, 321, and so on.

- 1 Press (COPY).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press or to display Stack/Sort.
- 5 Press Stack/Sort.
- 6 Press Sort.
- 7 If you do not want to change additional settings, press **Black Start** or **Color Start**.



Note

Fit to Page, Page Layout and Book Copy are not available with Sort.

Adjusting Density

You can adjust the copy density to make copies darker or lighter.

- 1 Press  (COPY).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to display Density.
- 5 Press Density.
- 6 Press ► to make the copy darker or press ▲ to make the copy lighter.
Press OK.
- 7 If you do not want to change additional settings, press **Black Start** or **Color Start**.

Ink Save Mode

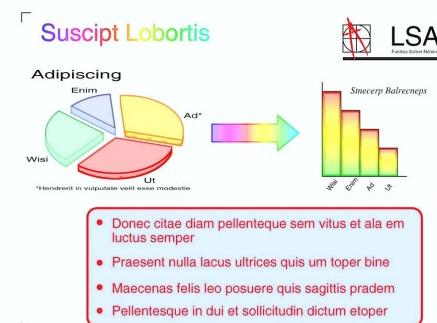
Ink Save Mode can help you save some ink. Your machine detects the edges of the image and prints the outline of the image.

The amount of ink saved will vary depending on the document.

Ink Save Mode: Off



Ink Save Mode: On



- 1 Press  (COPY).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to display Advanced Settings.
- 5 Press Advanced Settings.
- 6 Press Ink Save Mode.

- 7 If you do not want to change any additional settings, press **Black Start** or **Color Start**.



Note

- Watermark Copy, Book Copy, Skew Adjustment, Thin Paper Copy and Page Layout are not available with Ink Save Mode.
- Ink Save Mode may make your printouts look different from your original document.

Thin Paper Copy

If your document is a duplex copy on thin paper, choose Thin Paper Copy so the print on the other side does not bleed through.

- 1 Press (COPY).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press **◀** or **▶** to display Advanced Settings.
- 5 Press Advanced Settings.
- 6 Press Thin Paper Copy.
- 7 Press **Black Start** or **Color Start**.



Note

Fit to Page, Page Layout, Skew Adjustment, Ink Save Mode, Book Copy and Watermark Copy are not available with Thin Paper Copy.

Skew Adjustment

If your scanned copy is skewed, your machine can correct the data automatically. This setting is only available when using the scanner glass.

- 1 Press (COPY).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press **◀** or **▶** to display Skew Adjustment.
- 5 Press Skew Adjustment.
- 6 Press Auto (or Off).
- 7 If you do not want to change additional settings, press **Black Start** or **Color Start**.



Note

- 1 to 2, Poster, Ink Save Mode, Thin Paper Copy, Book Copy, Watermark Copy, 2side→2side and 2side→1side of Duplex Copy are not available with Skew Adjustment.
- You cannot use this setting with Ledger, A3 or paper that is smaller than 2.52 in. × 3.58 in. (64 mm × 91 mm).
- This setting is only available for paper that is rectangular or square.
- You cannot use this setting with a thick document, such as a book.
- Skew Adjustment is only available if the document is skewed by less than 3 degrees.

Book Copy

Book copy corrects dark borders and skew when copying from the scanner glass. Your machine can correct the data automatically or you can make specific corrections.

- 1 Press  (COPY).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to display Advanced Settings.
- 5 Press Advanced Settings.
- 6 Press Book Copy.
- 7 If you are finished making corrections, press **Black Start** or **Color Start**.



Note

Page Layout, Sort, Duplex Copy, Skew Adjustment, Ink Save Mode, Fit to Page, Thin Paper Copy and Watermark Copy are not available with Book Copy.

Watermark Copy

You can place a logo or text into your document as a Watermark. You can select one of the template watermarks, data from your media cards or USB Flash memory drive, or scanned data.



Note

Fit to Page, Page Layout, Thin Paper Copy, Skew Adjustment, Ink Save Mode and Book Copy are not available with Watermark Copy.

Using a template

- 1 Press  (COPY).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to display Advanced Settings.
- 5 Press Advanced Settings.
- 6 Press Watermark Copy.
- 7 Press Edit Template.
- 8 Change the settings from the options displayed on the LCD if required.
- 9 Press OK to confirm to use watermark.
- 10 If you do not want to change additional settings, press **Black Start** or **Color Start**.

Using a media card or USB Flash memory drive

- 1 Press  (COPY).
- 2 Load your document.
- 3 Enter the number of copies you want.
- 4 Press ▲ or ▼ to display Advanced Settings.
- 5 Press Advanced Settings.
- 6 Press Watermark Copy.
- 7 Press Use Image.
- 8 Insert a media card or USB Flash memory drive. Press Media.
- 9 Press the data you want to use for the watermark.

- 10 Change any additional settings from the options shown on the LCD.
- 11 Press **OK** to confirm to use watermark.
- 12 If you do not want to change additional settings, press **Black Start** or **Color Start**.

! IMPORTANT

DO NOT take out the memory card or USB Flash memory drive while **PHOTO CAPTURE** is blinking to avoid damaging the card, USB Flash memory drive, or the data stored on them.

Using a scanned paper document as your watermark

- 1 Press  (**COPY**).
- 2 Enter the number of copies you want.
- 3 Press **◀** or **▶** to display Advanced Settings.
- 4 Press Advanced Settings.
- 5 Press Watermark Copy.
- 6 Press Use Image.
- 7 Press Scan. Place the page that you want to use as a watermark on the scanner glass.
- 8 Press **Black Start** or **Color Start**.
- 9 Take out the watermark document you scanned and load the document you want to copy.
- 10 Press Transparency, and then press **◀** or **▶** to change the Transparency of the watermark. Press **OK**.
- 11 Press **OK**.

- 12 Press **OK** to confirm to use watermark.
- 13 If you do not want to change any additional settings, press **Black Start** or **Color Start**.



Note

You cannot enlarge or reduce the scanned watermark.

Duplex (2-sided) copying

You can reduce the amount of paper used for copies by copying on both sides of the paper.

We recommend you load your document in the ADF for duplex copying.



Note

- You can copy 2-sided documents up to Legal size using the ADF.
- You can only use plain paper sizes Letter, Legal, Ledger, A4, A5, A3 or Executive

- 1 Press **Duplex** on the machine's panel.

- 2 Load your document. If you want to copy a 2-sided document, load your document in the ADF.

- 3 Press **Copy**.

- 4 Do one of the following:

■ If you are copying Ledger or A3 size document, go to step 5.

■ If you are copying Letter, Legal, A4, A5 or Executive size document, go to step 8.

- 5 Press **More**.

- 6 Press
A3/LGR Duplex Copy Setting.



Note

N in 1 copy is not available with A3/LGR Duplex Copy Setting.

- 7 Press Fit to Page or Keep Scale.



Note

If you choose Fit to Page, your machine will reduce the document size automatically to fit the printable area.

If you choose Keep Scale, your machine will not change the document size. The top and bottom might be cut off depending on the document size.

- 8 Press ▲ or ▼ to display the duplex copy type you want, and press it. (See *Duplex copying type* on page 52.)

- 9 Enter the number of copies you want.



Note

If you want to sort multiple copies, press ▲ or ▼ to display Stack/Sort, then press Sort.

- 10 Press **Black Start** or **Color Start**.

If you placed the document in the ADF, the machine scans the pages and starts printing.

If you are using the scanner glass, go to step 11.

- 11 Press **Scan** and place the next page on the scanner glass. Press **Black Start** or **Color Start**.

The machine starts printing.

- 12 If you pressed **Sort** for multiple copies, repeat step 11 for each additional page. After all the pages have been scanned, press **Complete**.

The machine starts printing.

DO NOT touch the printed page until it is ejected the second time. The machine will print the first side and eject the paper and then pull the paper in to print the second side.



Note

- If you get a paper jam, press **More** after step 3. Press **Advanced**, and then press one of the jam prevention settings: DX1 or DX2.

DX1 uses a longer print time for the ink to dry.

DX2 uses a longer print time and will also print in lighter colors.

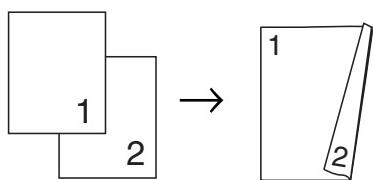
- DX1 is not available for Ledger or A3 size paper.
- 2 in 1 (ID), Poster and Book Copy are not available with Duplex Copy.
- 1 to 2 and Skew Adjustment are not available with 2side-2side and 2side-1side.
- When using Ledger or A3 size paper, Enlarge/Reduce is not available with 1side-2side and 2side-2side.
- Fit to Page is not available with 1side-2side and 2side-2side.

Duplex copying type

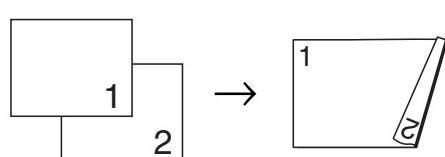
■ 1 sided → 2 sided

(long edge flip)

Portrait

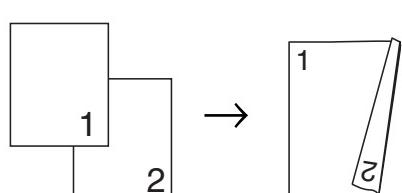


Landscape

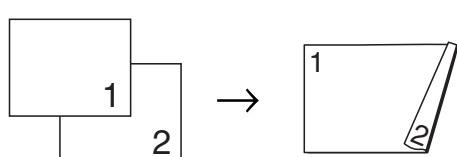


(short edge flip)

Portrait



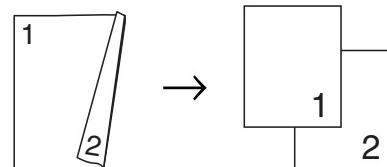
Landscape



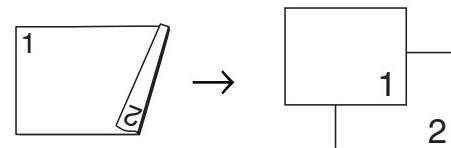
■ 2 sided → 1 sided

(long edge flip)

Portrait

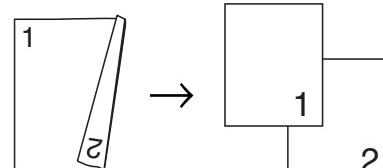


Landscape

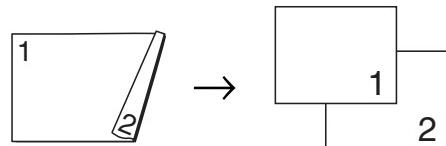


(short edge flip)

Portrait

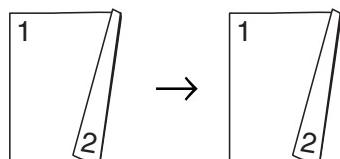


Landscape

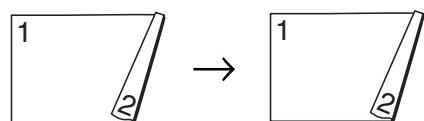


■ 2 sided → 2 sided

Portrait



Landscape



Setting your favorites

You can store the copy settings that you use most often by setting them as a favorite. You can set up to three favorites.

- 1 Press  (COPY).
- 2 Choose the copy option and settings you want to store.
- 3 Press ▲ or ▼ to display Favorite Settings.
- 4 Press Favorite Settings.
- 5 Press Store.



Note

Set Watermark Copy to Off or Template when storing Favorite Settings.

- 6 Press the location where you want to store your setting for Favorite:1, Favorite:2 or Favorite:3.
- 7 Do one of the following:
 - If you want to rename your setting, press  to delete characters. Then enter the new name (up to 12 characters).
Press OK. (See *Entering Text* in *appendix C* of the *Basic User's Guide*.)
 - If you do not want to rename your setting, press OK.

Retrieving your favorite setting

When you are ready to use one of your favorite set of settings, you can recall it.

- 1 Press  (COPY).
- 2 Press ▲ or ▼ to display Favorite.
- 3 Press Favorite.
- 4 Press the favorite setting you want to retrieve.

Rename your favorite setting

After you stored your favorite setting, you can rename it.

- 1 Press  (COPY).
- 2 Press ▲ or ▼ to display Favorite Settings.
- 3 Press Favorite Settings.
- 4 Press Rename.
- 5 Press the favorite setting you want to rename.
- 6 Enter the new name (up to 12 characters). (See *Entering Text* in *appendix C* of the *Basic User's Guide*.)
- 7 Press OK.

PhotoCapture Center™: Printing photos from a memory card or USB Flash memory drive

PhotoCapture Center™ operations

Memory cards, USB Flash memory drive and folder structures

Your machine is designed to be compatible with modern digital camera image files, memory cards and USB Flash memory drives; however, please read the points below to avoid errors:

- The image file extension must be .JPG (other image file extensions like .JPEG, .TIF, .GIF and so on will not be recognized).
- Direct PhotoCapture Center™ printing must be performed separately from PhotoCapture Center™ operations using the PC. (Simultaneous operation is not available.)
- The machine can read up to 999 files on a memory card or USB Flash memory drive.
- The DPOF file on the memory cards must be in a valid DPOF format. (See *DPOF printing* on page 58.)

Please be aware of the following:

- When printing an index or image, the PhotoCapture Center™ will print all valid images, even if one or more images have been corrupted. Corrupted images will not be printed.
- (memory card users)

Your machine is designed to read memory cards that have been formatted by a digital camera.

When a digital camera formats a memory card it creates a special folder into which it copies image data. If you need to modify the image data stored on a memory card with your PC, we recommend that you do not modify the folder structure created by the digital camera. When saving new or modified image files to the memory card, we also recommend you use the same folder your digital camera uses. If the data is not saved to the same folder, the machine may not be able to read the file or print the image.

- (USB Flash memory drive users)

This machine supports USB Flash memory drives that have been formatted by Windows®.

Movie printing

You can print images from movie files that are stored on a memory card or USB Flash memory drive.

A movie file is automatically divided into 9 parts by movie recording times and is placed in 3 lines, then you can see and print the scenes that have been automatically divided.



Note

- You cannot choose a particular movie scene.
- You can use AVI or MOV movie file formats (Motion JPEG only). However, if an AVI file size is 1 GB or more (the shooting time is about 30 minutes) or a MOV file size is 2 GB or more (the shooting time is about 60 minutes), these files cannot be printed.

Print Images

Print Index (Thumbnails)

The PhotoCapture Center™ assigns numbers for images (such as No.1, No.2, No.3, and so on).



→ NO.1 DEI.JPG 01.01.2009 100KB

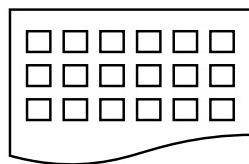
The PhotoCapture Center™ does not recognize any other numbers or file names that your digital camera or computer has used to identify the pictures. You can print a thumbnail page. This will show all the pictures on the memory card or USB Flash memory drive.



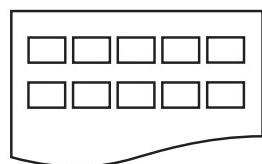
Note

Only file names that are 8 characters or less will be printed correctly on the index sheet.

- 1 Make sure you have put the memory card or USB Flash memory drive in the proper slot.
Press **(PHOTO CAPTURE)**.
- 2 Press Index Print.
- 3 Press Index Sheet and choose 6 Images/Line or 5 Images/Line.



6 Images/Line



5 Images/Line

Print time for 5 Images/Line will be slower than 6 Images/Line, but the quality is better.

- 4 Do one of the following:
 - Press Print Setting to change the paper type or the paper size you are using.
 - If you do not want to change the paper settings, go to 7.
- 5 Press Paper Type. Choose the paper type you are using, Plain Paper, Inkjet Paper, Brother BP71, Brother BP61 or Other Glossy.
- 6 Press Paper Size. Choose the paper size you are using, Letter or A4.
- 7 Press Color Start to print.

Printing Photos

Before you can print an individual image, you have to know the image number.

- 1 Make sure you have put the memory card or USB Flash memory drive in the proper slot.
Press  (PHOTO CAPTURE).
- 2 Print the Index. (See *Print Index (Thumbnails)* on page 55.)
- 3 Press Index Print.
- 4 Press Print Photos.
- 5 Enter the image number that you want to print from the Index page (Thumbnails). After you have chosen the image numbers, press OK.

Note

- You can enter multiple numbers at one time by using a comma or a hyphen. For example, Enter 1,3,6 to print images No.1, No.3 and No.6. Enter 1-5 to print images No.1 to No.5.
- You can enter up to 12 characters (including commas) for the image numbers you want to print.

- 6 Enter the number of copies you want either by pressing the number box directly and entering the number you want or by pressing + or -.
- 7 Do one of the following:
 - Press Print Setting to change the print settings. (See page 59.)
 - If you do not want to change any settings, press Color Start to print.

Enhance Photos

You can edit and add effects to your photos and view them on the LCD before printing.

Note

The Enhance Photo feature is supported by technology from Reallusion, Inc.  REALLUSION

- 1 Make sure you have put a memory card or USB Flash memory drive in the proper slot.
Press  (PHOTO CAPTURE).
- 2 Press Enhance Photo.

Note

- Four thumbnails are displayed at a time with the current page number and total number of pages listed under the thumbnails.
- Press ▲ or ▼ repeatedly to scroll through all photos. Hold down ▲ or ▼ to fast-forward and fast-rewind through the thumbnail pages.

- Press  to start Slide Show.

- 3 Press a photo from the thumbnails.
- 4 Press Enhance or Trim. You can also choose both together.
Press OK.

5 Do one of the following:

- If you chose Enhance, go to step **6**.
- If you chose Trim, go to step **7**.

6 Press the effect you wish to add.

Press **OK**.

Go to step **8**.



Note

- You have 10 ways to add effects to your photo.

| | |
|--|---|
| | (Auto Correct) The machine decides the suitable effect for your photo. |
| | (Enhance Skin) Best used for adjusting portrait photographs. It adjusts human skin color. Press ◀ or ▶ to adjust the level of contrast. |
| | (Enhance Scenery) Best used for adjusting landscape photographs. It highlights green and blue areas in your photo. Press ◀ or ▶ to adjust the level of contrast. |
| | (Remove Red-Eye) The machine will attempt to remove red-eye from your photo. If red-eye detection fails, you can press the Try Again button to re-detect. |
| | (Night Scene) Night Scene is best used for adjusting night view photographs to make them more vivid. |
| | (Fill Light) Fill Light is best used for adjusting photographs against the light. |
| | (Whiteboard) Whiteboard is best used for adjusting photographs. It detects letters on a whiteboard in your photo and makes them more legible. |
| | (Monochrome) You can convert your photo to black & white. |



(Sepia)

You can convert the color of your photo to sepia.



(Auto Correct & Remove Red-Eye)

The machine decides the suitable effects for your photo. Also, it will attempt to remove red-eye from your photo.

- There are some cases when red-eye may not be removed.

- When the face is too small in the image.

- When the face is turning too far up, down, left or right.

- After adding each effect, you can enlarge the view of the image by pressing . To go back to the original size, press .

- While the image is enlarged, you can move around the image with **up** () , **down** () , **left** () and **right** () .

- Press **Cancel** to return to the list of effects.

7

Adjust the red frame around your photo. The part inside of the red frame will be printed.

- Press **+** or **-** to enlarge or reduce the frame size.

- Press **▲**, **▼**, **◀** or **▶** to move the position of the frame.

- Press to rotate the frame.

Press **OK** when you have finished adjusting the frame setting.

Press **OK** to confirm.



Note

If your photo is very small or has irregular proportions you may not be able to trim the photo. The LCD will display

Image Too Small. or

Image Too Long.

- 8 Enter the number of copies you want either by pressing the number box directly and entering the number you want or by pressing + or -.
- Press **OK**.
- 9 Do one of the following.
 - Press **Print Setting** and change the print settings. (See page 59.)
 - If you do not want to change any settings, press **Color Start** to print.

DPOF printing

DPOF stands for Digital Print Order Format.

Major digital camera manufacturers (Canon Inc., Eastman Kodak Company, FUJIFILM Corporation, Panasonic Corporation and Sony Corporation) created this standard to make it easier to print images from a digital camera.

If your digital camera supports DPOF printing, you will be able to choose on the digital camera display the images and number of copies you want to print.

When a memory card (Memory Stick™, Memory Stick PRO™, Memory Stick Duo™, Memory Stick PRO Duo™ SD or SDHC) containing DPOF information is put into your machine, you can print the chosen image easily.

- 1 Make sure you have put the memory card in the proper slot.
Press  **(PHOTO CAPTURE)**.
The machine will ask you if you want to use DPOF settings.
- 2 Press Yes.
- 3 Do one of the following:
 - Press **Print Setting** to change the print settings. (See page 59.)
 - If you do not want to change any settings, press **Color Start** to print.



Note

An Invalid DPOF File error can occur if the print order that was created on the camera has been corrupted. Delete and recreate the print order using your camera to correct this problem. For instructions on how to delete or recreate the print order, refer to your camera manufacturer's support Web site or accompanying documentation.

PhotoCapture Center™ print settings

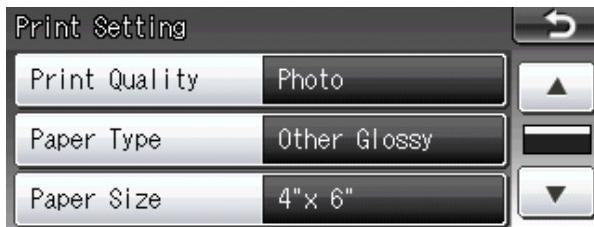
You can change the print settings for the next printing.

These settings are temporary, and the machine returns to its default settings 3 minutes after printing, unless you have set the Mode Timer to 2 minutes or less. (See *Mode Timer* on page 5.)



Note

You can save the print settings you use most often by setting them as the default. (See *Setting your changes as the new default* on page 62.)



Print Quality

- 1 Press Print Setting.
- 2 Press ▲ or ▼ to display Print Quality.
- 3 Press Print Quality.
- 4 Press Normal or Photo.
- 5 If you do not want to change additional settings, press ↵. Press Color Start to print.

Paper options

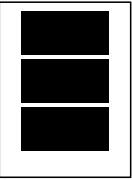
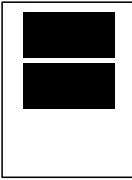
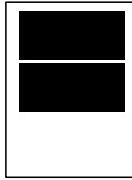
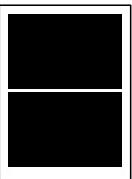
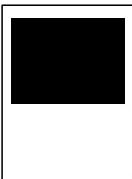
Paper Type

- 1 Press Print Setting.
- 2 Press ▲ or ▼ to display Paper Type.
- 3 Press Paper Type.
- 4 Press the paper type you are using, Plain Paper, Inkjet Paper, Brother BP71, Brother BP61 or Other Glossy.
- 5 If you do not want to change additional settings, press ↵. Press Color Start to print.

Paper and print size

- 1 Press Print Setting.
- 2 Press ▲ or ▼ to display Paper Size.
- 3 Press Paper Size.
- 4 Press the paper size you are using, 4"x 6", 5"x 7", Letter, Ledger, A4 or A3.
Do one of the following:
 - If you chose Letter or A4, go to step 5.
 - If you chose another size of paper, go to step 6.

5 Press the Print Size.

| Example: Printed position for Letter paper | | |
|--|--|--|
| 1 3"x 4" | 2 3.5"x 5" | 3 4"x 6" |
|  |  |  |
| 4 5"x 7" | 5 6"x 8" | Max. Size |
|  |  |  |

- 6** If you do not want to change additional settings, press . Press **Color Start** to print.

Adjusting Brightness, Contrast and Color

Brightness

- 1** Press Print Setting.
- 2** Press ▲ or ▼ to display Brightness.
- 3** Press Brightness.
- 4** Press ◀ to make a darker print or press ▶ to make a lighter print.
Press OK.
- 5** If you do not want to change additional settings, press . Press **Color Start** to print.

Contrast

You can choose the contrast setting. Increasing the contrast will make an image look sharper and more vivid.

- 1** Press Print Setting.
- 2** Press ▲ or ▼ to display Contrast.
- 3** Press Contrast.
- 4** Press ▶ to increase the contrast or press ◀ to decrease the contrast.
Press OK.
- 5** If you do not want to change additional settings, press . Press **Color Start** to print.

Color Enhancement (True2Life™)

You can turn on the color enhancement (True2Life™) feature to print more vivid images. Printing time will be slower.

- 1** Press Print Setting.
- 2** Press ▲ or ▼ to display True2Life.
- 3** Press True2Life.
- 4** Do one of the following:
 - If you want to customize the White Balance, Sharpness or Color Density, press On, and then go to step **5**.
 - If you do not want to customize, press Off.
Go to step **8**.
- 5** Press White Balance, Sharpness or Color Density.
- 6** Press ▲ or ▶ to adjust the degree of the setting.
Press OK.

7 Do one of the following:

- If you want to customize another color enhancement, repeat steps ⑤ to ⑥.
- If you want to change other settings, press  to display the print setting menu and press the setting you want to change. (See page 59.)

8 If you do not want to change additional settings, press . Press **Color Start** to print.



Note

• White Balance

This setting adjusts the hue of the white areas of an image. Lighting, camera settings and other influences will affect the appearance of white. The white areas of a picture may be slightly pink, yellow or some other color. By using this setting, you can correct that effect and bring the white areas back to pure white.

• Sharpness

This setting enhances the detail of an image, similar to adjusting the fine focus on a camera. If the image is not in true focus and you cannot see the fine details of the picture, then adjust the sharpness.

• Color Density

This setting adjusts the total amount of color in the image. You can increase or decrease the amount of color in an image to improve a washed out or weak picture.

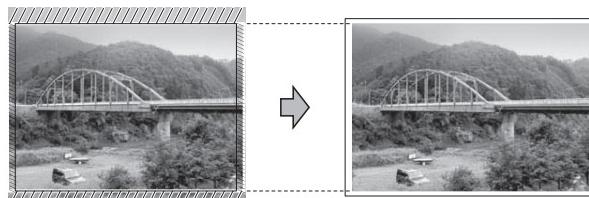
Cropping

If your photo is too long or wide to fit the available space on your chosen layout, part of the image will automatically be cropped.

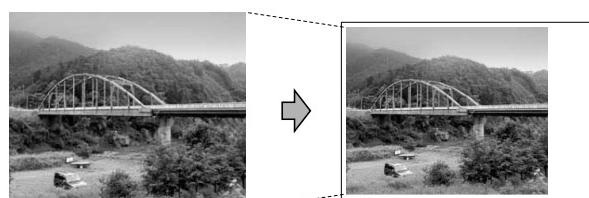
The factory setting is **On**. If you want to print the whole image, turn this setting to **Off**. When you set **Cropping** to **Off**, also set **Borderless** to **Off**. (See **Borderless printing** on page 62.)

- 1 Press **Print Setting**.
- 2 Press **▲** or **▼** to display **Cropping**.
- 3 Press **Cropping**.
- 4 Press **Off** (or **On**).
- 5 If you do not want to change additional settings, press . Press **Color Start** to print.

Cropping: On



Cropping: Off



Borderless printing

This feature expands the printable area to the edges of the paper. Printing time will be slightly slower.

- 1 Press Print Setting.
- 2 Press ▲ or ▼ to display Borderless.
- 3 Press Borderless.
- 4 Press Off (or On).
- 5 If you do not want to change additional settings, press . Press Color Start to print.

Print Date

You can print the date if it is already in the data on your photo. The date will be printed on the lower right corner. If the data doesn't have the date information, you cannot use this function.

- 1 Press Print Setting.
- 2 Press ▲ or ▼ to display Print Date.
- 3 Press Print Date.
- 4 Press On (or Off).
- 5 If you do not want to change additional settings, press . Press Color Start to print.



Note
The DPOF setting on your camera must be turned off to use the Print Date feature.

Setting your changes as the new default

You can save the print settings you use most often by setting them as the default settings. These settings will stay until you change them again.

- 1 Press your new setting.
Repeat this step for each setting you want to change.
- 2 After changing the last setting, press ▲ or ▼ to choose Set New Default.
- 3 Press Set New Default.
- 4 Press Yes to confirm.
- 5 Press Stop/Exit.

Restoring all settings to the factory settings

You can restore the PhotoCapture settings

Print Quality, Paper Type, Paper Size, Brightness, Contrast, True2Life, Cropping, Borderless and Print Date, that you have changed, to the factory settings.

- 1 Press Print Setting.
- 2 Press ▲ or ▼ to display Factory Reset.
- 3 Press Factory Reset.
- 4 Press Yes to confirm.
- 5 Press Stop/Exit.

Scan to a memory card or USB Flash memory drive

Glass Scan Size

To scan a Legal, Ledger, A3 or A4 size document, you need to change the Glass Scan Size setting. The default setting is Letter.

- 1 Press  (SCAN).
- 2 Press  to Media.
- 3 Press  or  to display Glass Scan Size.
- 4 Press Glass Scan Size.
- 5 Press Letter, Legal, Ledger, A3 or A4.



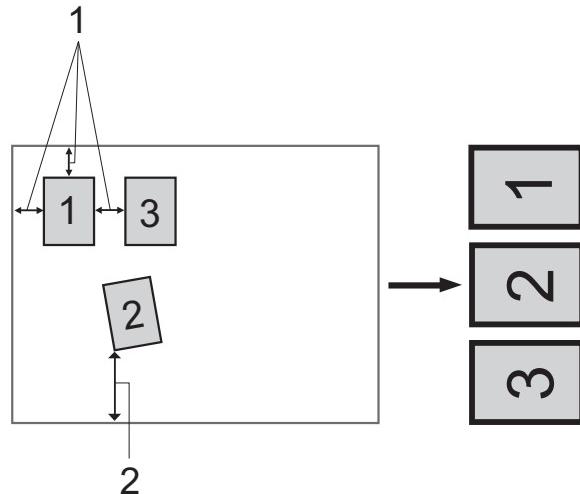
Note

- You can save the setting you use most often by setting it as the default. (See *Setting your changes as the new default* on page 62.)
- This setting is only available for scanning documents from the scanner glass.

Auto Crop

You can scan multiple documents placed on the scanner glass. An individual document can be previewed on the LCD before you save it. When you choose Auto Crop, the machine will scan each document and create separate files. For example, if you place three documents on the scanner glass, the machine will scan and create three separate files. If you want to create a three-page file, choose PDF or TIFF for File Type.

(If you choose JPEG, each document is created as three separate files.)



- 1 0.4 in. (10 mm) or greater (top, left, right)
- 2 0.8 in. (20 mm) or greater (bottom)



Note

- Auto Crop works properly for all Glass Scan Size settings.
- Auto Crop is supported by technology from Reallusion, Inc.



REALLUSION

- 1 Make sure you have put the memory card or USB Flash memory drive in the proper slot.
- 2 Load your document.
- 3 Press  (SCAN).

- 4 Press **to Media**.
- 5 Press **◀ or ▶** to display **Auto Crop**.
- 6 Press **Auto Crop**.
- 7 Press **On**.
- 8 If you do not want to change additional settings, press **Black Start** or **Color Start** to start scanning.
- 9 The number of the scanned documents appears on the LCD.
Press **OK**.
- 10 Press **◀ or ▶** to preview each document data.
- 11 Press **Save All** to save the data.



Note

- Auto Crop is available for paper with right angles of 90 degrees at all four corners. If one of the angles is not square, Auto Crop cannot detect the document.
- If your document is too long or wide, this setting does not work properly.
- You must place the documents away from the edges of the scanner glass as shown in the illustration.
- You must place the documents at least 0.4 in. (10 mm) apart from each other.
- Auto Crop adjusts the skew of the document on the scanner glass, but if your document is skewed more than 10 degrees, this setting will not work.
- The ADF must be empty to use the Auto Crop.
- The Auto Crop feature is available for up to a maximum of 16 documents depending on the size of your documents.

! IMPORTANT

DO NOT take out the memory card or USB Flash memory drive while **PHOTO CAPTURE** is blinking to avoid damaging the card, USB Flash memory drive or the data stored on them.

How to set a new default

You can save the Scan to Media settings (Quality, File Type, Glass Scan Size and Auto Crop) you use most often by setting them as the default settings. These settings will stay until you change them again.

- 1 Press **(SCAN)**.
- 2 Press **to Media**.
- 3 Press **◀ or ▶** to display **Set New Default**.
- 4 Press **Set New Default**.
- 5 Press **Yes** to confirm.
- 6 Press **Stop/Exit**.

How to reset to the factory settings

You can restore all the Scan to Media settings (Quality, File Type, Glass Scan Size and Auto Crop), that you have changed, to the factory settings.

- 1 Press  (SCAN).
- 2 Press to Media.
- 3 Press ▲ or ▼ to choose Factory Reset.
- 4 Press Factory Reset.
- 5 Press Yes to confirm.
- 6 Press Stop/Exit.

Printing photos directly from a PictBridge camera



Your Brother machine supports the PictBridge standard, allowing you to connect to and print photos directly from any PictBridge compatible digital camera.

If your camera is using the USB Mass Storage standard, you can also print photos from a digital camera without PictBridge. (See *Printing photos directly from a digital camera (without PictBridge)* on page 69.)

PictBridge requirements

To avoid errors, remember the following points:

- The machine and the digital camera must be connected using a suitable USB cable.
- The image file extension must be .JPG (other image file extensions like .JPEG, .TIF, .GIF and so on will not be recognized).
- PhotoCapture Center™ operations are not available when using the PictBridge feature.

Setting your digital camera

Make sure your camera is in PictBridge mode. The following PictBridge settings may be available from the LCD of your PictBridge compatible camera.

Depending on your camera some of these settings may not be available.

| Camera Menu Selections | Options |
|---------------------------|--|
| Paper Size | Ledger, Letter, A3, A4, 4" × 6", Printer Settings (Default setting) ² |
| Paper Type | Plain Paper, Glossy Paper, Inkjet Paper, Printer Settings (Default setting) ² |
| Layout | Borderless: On, Borderless: Off, Printer Settings (Default setting) ² |
| DPOF setting ¹ | - |
| Print Quality | Normal, Fine, Printer Settings (Default setting) ² |
| Color Enhancement | On, Off, Printer Settings (Default setting) ² |
| Print Date | On, Off, Printer Settings (Default setting) ² |

| Settings | Options |
|-------------------|----------------|
| Paper Size | 4" × 6" |
| Paper Type | Glossy Paper |
| Layout | Borderless: On |
| Print Quality | Fine |
| Color Enhancement | Off |
| Print Date | Off |

- When your camera does not have any menu selections, these settings are also used.
- The name and availability of each setting depends on the specification of your camera.

Please refer to the documentation supplied with your camera for more detailed information on changing PictBridge settings.

¹ See *DPOF printing* on page 68 for more details.

² If your camera is set to use the Printer Settings (Default setting), the machine will print your photo using the following settings.

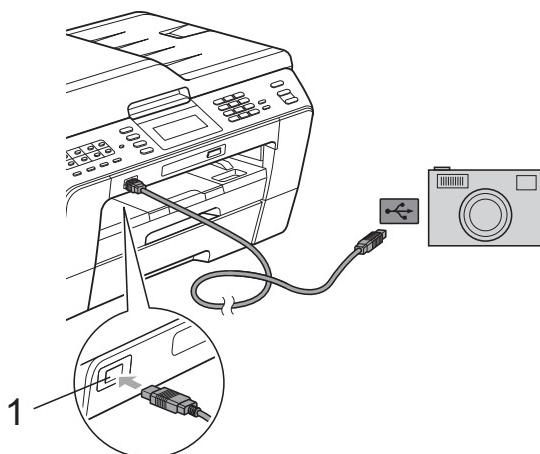
Printing Images



Note

Remove any memory cards or USB Flash memory drive from the machine before connecting a digital camera.

- 1 Make sure that your camera is turned off. Connect your camera to the USB direct interface (1) on the machine using the USB cable.



1 USB direct interface

- 2 Turn on the camera.
When the machine has recognized the camera, the LCD shows Camera Connected.
- 3 Choose the photo you want to print following the instructions from your camera.
When the machine starts printing a photo, the LCD will show Printing.



IMPORTANT

To prevent damage to your machine, do not connect any device other than a digital camera or USB Flash memory drive to the USB direct interface.

DPOF printing

DPOF stands for Digital Print Order Format.

Major digital camera manufacturers (Canon Inc., Eastman Kodak Company, FUJIFILM Corporation, Panasonic Corporation and Sony Corporation) created this standard to make it easier to print images from a digital camera.

If your digital camera supports DPOF printing, you will be able to choose on the digital camera display the images and number of copies you want to print.



Note

An Invalid DPOF File error can occur if the print order that was created on the camera has been corrupted. Delete and recreate the print order using your camera to correct this problem. For instructions on how to delete or recreate the print order, refer to your camera manufacturer's support Web site or accompanying documentation.

Printing photos directly from a digital camera (without PictBridge)

If your camera is using the USB Mass Storage standard, you can connect your camera in storage mode. This enables you to print photos from your camera.

(If you would like to print photos in PictBridge mode, see *Printing photos directly from a PictBridge camera* on page 66.)



Note

The name, availability and operation differ among digital cameras. Please refer to the documentation supplied with your camera for detailed information, such as how to switch from PictBridge mode to USB mass storage mode.

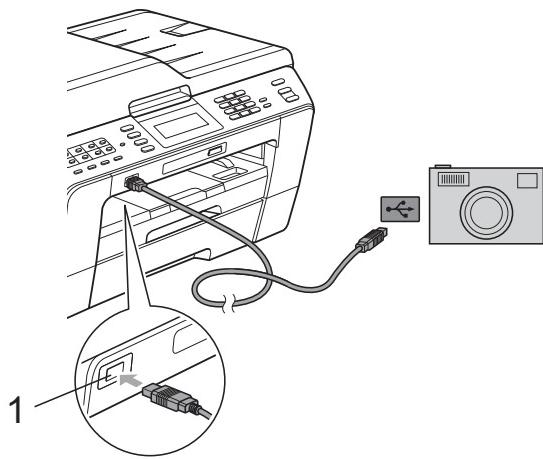
Printing Images



Note

Remove any memory cards or USB Flash memory drive from the machine before connecting a digital camera.

- 1 Make sure that your camera is turned off. Connect your camera to the USB direct interface (1) on the machine using the USB cable.



1 USB direct interface

- 2 Turn on the camera.
- 3 Follow the steps in *Print Images* on page 55.

! IMPORTANT

To prevent damage to your machine, do not connect any device other than a digital camera or USB Flash memory drive to the USB direct interface.

A

Routine maintenance

Cleaning and checking the machine

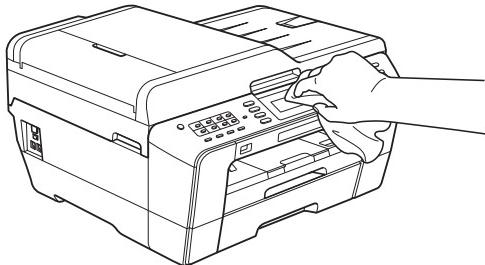
Cleaning the outside of the machine

Clean the Touchscreen as follows:

! IMPORTANT

- Turn off the power switch when you clean the Touchscreen.
- DO NOT use any type of liquid cleaners (including ethanol).

- 1 Clean the Touchscreen with a *dry*, soft lint-free cloth.

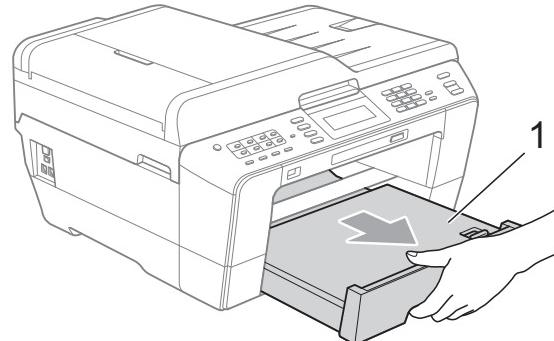
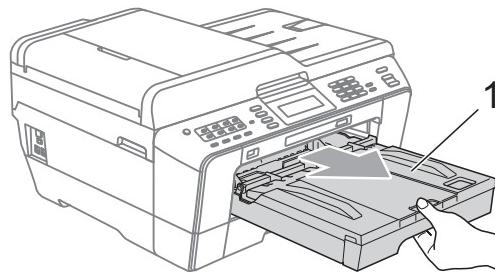


Clean the outside of the machine as follows:

! IMPORTANT

- Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the outside surface of the machine.
- DO NOT use cleaning materials that contain ammonia.
- DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.

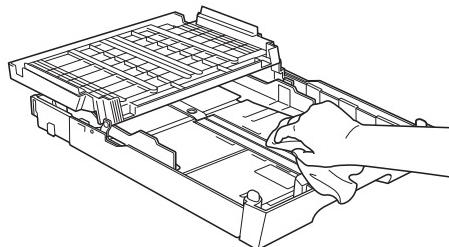
- 1 Pull the paper trays (1) completely out of the machine.



- 2 Wipe the outside of the machine with a *dry*, soft lint-free cloth to remove dust.



- 3 Lift the output paper tray cover and remove anything that is stuck inside the paper tray.
- 4 Wipe the inside and outside of the paper tray with a *dry*, soft lint-free cloth to remove dust.



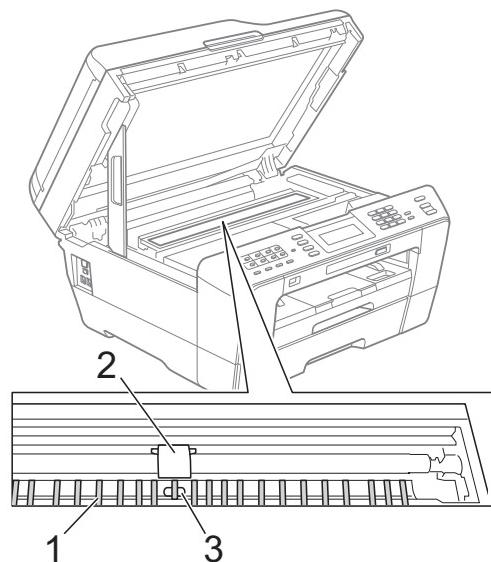
- 5 Close the output paper tray cover and put the output paper tray firmly back in the machine.

Cleaning the machine's printer platen

⚠ CAUTION

Be sure to unplug the machine from the AC power outlet before cleaning the printer platen to avoid an electrical shock.

- 1 Using both hands, use the finger holds on each side of the machine to lift the scanner cover into the open position.
- 2 Clean the machine's printer platen (1) and the area around it, wiping off any scattered ink with a *dry*, soft lint-free cloth.



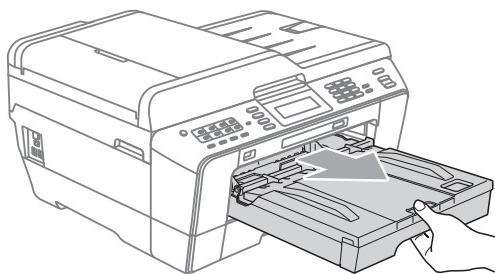
! IMPORTANT

DO NOT touch the plate (2) and lever (3). Doing this may cause damage to the machine.

Cleaning the paper feed rollers

If the paper feed rollers are stained with ink, it may cause paper feed problems.

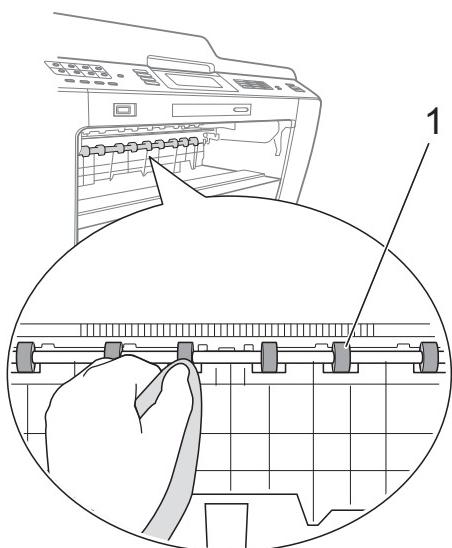
- 1 Unplug the machine from the AC power outlet. Pull the paper tray completely out of the machine.



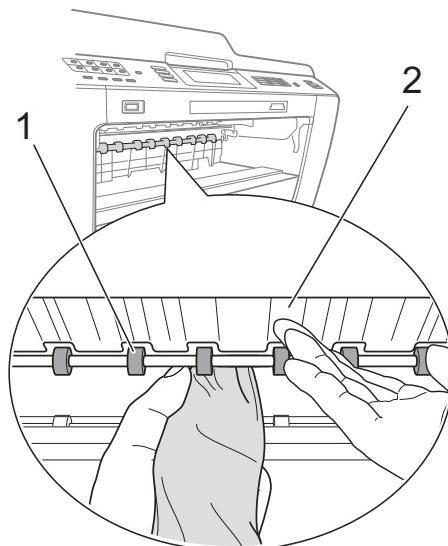
If the paper support flap is open, close it, and then close the paper support.

- 2 Clean the front side of the Paper Feed Rollers (1) with a soft lint-free cloth moistened with water, using a side-to-side motion.

After cleaning, wipe the rollers with a dry, soft lint-free cloth to remove all moisture.



- 3 Lift the Jam Clear flap (2), and then clean the back side of the Paper Feed Rollers (1) with a soft lint-free cloth moistened with water. After cleaning, wipe the rollers with a dry, soft lint-free cloth to remove all moisture.



- 4 Put the paper tray firmly back in the machine.
- 5 Re-connect the power cord.



Do not use the machine again until the rollers are dry. Using the machine before the rollers are dry may cause paper feed problems.

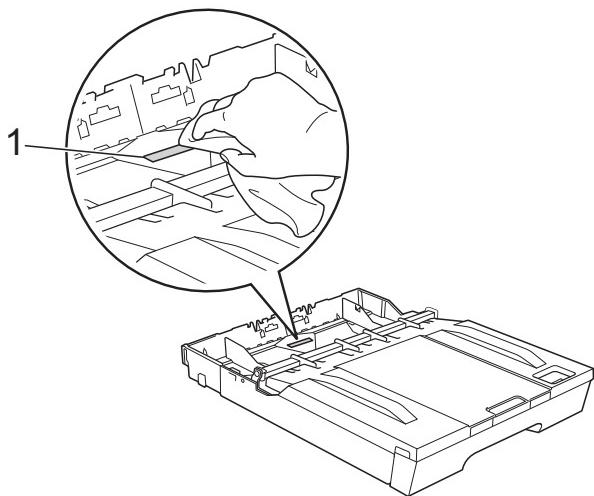
Cleaning the paper pick-up rollers

- 1 Unplug the machine from the AC power outlet.
- 2 Pull the paper tray completely out of the machine.

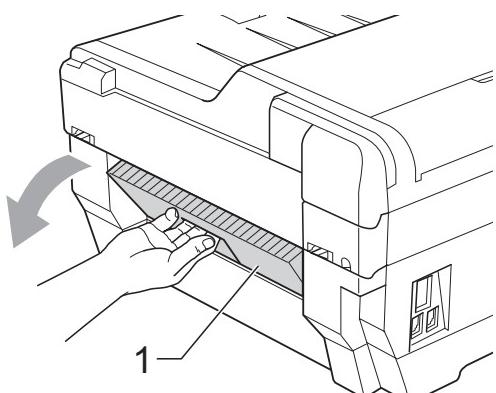


Note
If the machine starts multiple-feeding the last few sheets of paper in the tray, clean the Base Pad (1) with a soft lint-free cloth moistened with water.

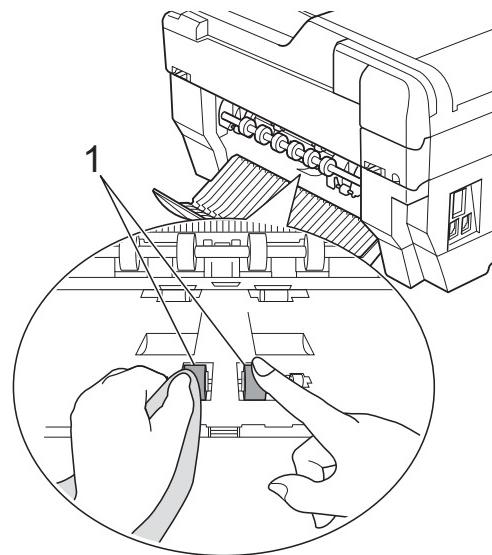
After cleaning, wipe the pad with a *dry*, soft lint-free cloth to remove all moisture.



- 3 Open the Jam Clear Cover (1) at the back of the machine.

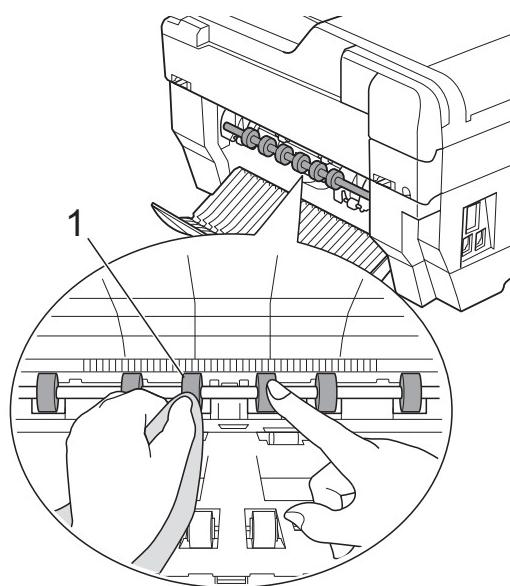


- 4 Clean the Paper Pick-up Rollers (1) with a soft lint-free cloth moistened with water.
Slowly turn the rollers so that the whole surface is cleaned.
After cleaning, wipe the rollers with a *dry*, soft lint-free cloth to remove all moisture.



- 5 Clean the Back Paper Feed Rollers (1) with a soft lint-free cloth moistened with water.
Slowly turn the rollers so that the whole surface is cleaned.
After cleaning, wipe the rollers with a *dry*, soft lint-free cloth to remove all moisture.

A





Note

Do not touch the metal shaft.

- 6 Close the Jam Clear Cover. Make sure the cover is closed completely.
- 7 Put the paper tray firmly back in the machine.
- 8 Re-connect the power cord.

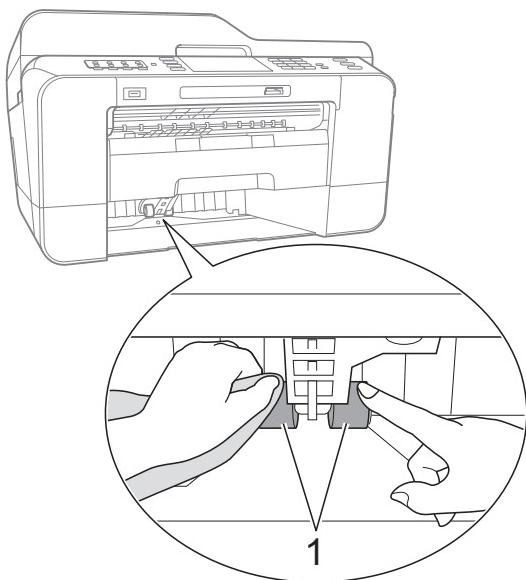
Cleaning the paper pick-up rollers for paper tray #2

- 1 Unplug the machine from the AC power outlet. Pull tray #2 completely out of the machine.



If the paper support flap is open, close it, and then close the paper support.

- 2 Clean the paper pick-up rollers for tray #2 (1) with a soft lint-free cloth moistened with water. Slowly turn the rollers so that the whole surface is cleaned. After cleaning, wipe the rollers with a dry, soft lint-free cloth to remove all moisture.



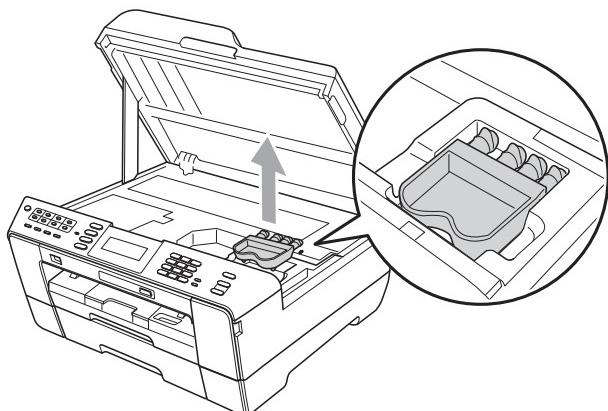
Packing and shipping the machine

When you transport the machine, use the packing materials that came with your machine. If you do not pack the machine properly, any damage that may occur in transit may not be covered by your warranty.

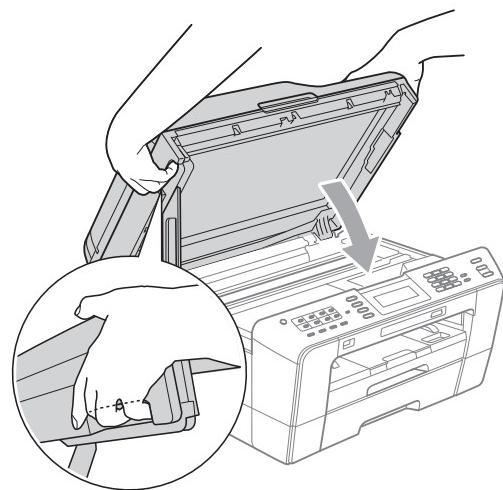
! IMPORTANT

It is important to allow the machine to “park” the print head after a print job. Listen carefully to the machine before unplugging it to make sure that all mechanical noise has stopped. Not allowing the machine to finish this parking process may lead to print problems and possible damage to the print head.

- 1 Unplug the machine from the telephone wall jack and take the telephone line cord out of the machine.
- 2 Unplug the machine from the AC power outlet.
- 3 Using both hands, use the finger holds on each side of the machine to lift the scanner cover into the open position. Then unplug the interface cable from the machine, if it is connected.
- 4 Remove the orange protective part from the inside right corner of the machine.



- 5 Gently close the scanner cover using the finger holds on each side.

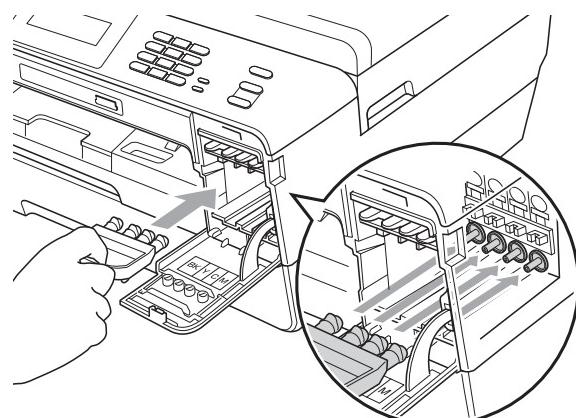


! WARNING

Be careful not to trap your fingers under the scanner cover.

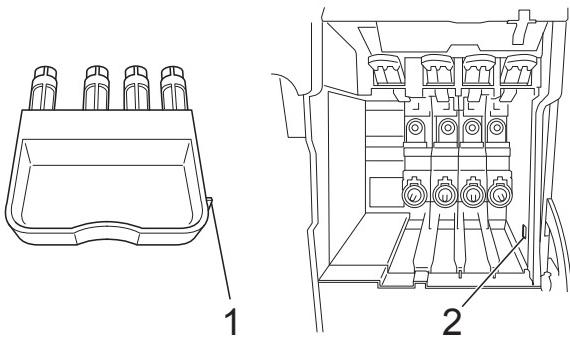
Always use the finger holds provided on each side of the scanner cover when opening and closing it.

- 6 Open the ink cartridge cover.
- 7 Press the ink release levers to release the ink cartridges and then take out the ink cartridges. (See *Replacing the ink cartridges* in appendix A of the *Basic User’s Guide*.)
- 8 Install the orange protective part and then close the ink cartridge cover.



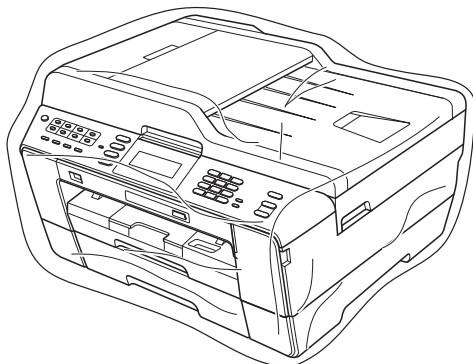
! IMPORTANT

- Make sure the plastic tab on the right side of the orange protective part (1) clicks securely into place (2).



- If you are not able to find the orange protective part, DO NOT remove the ink cartridges before shipping. It is essential that the machine be shipped with either the orange protective part or the ink cartridges in position. Shipping without them will cause damage to your machine and may void your warranty.

- 9 Wrap the machine in the bag.

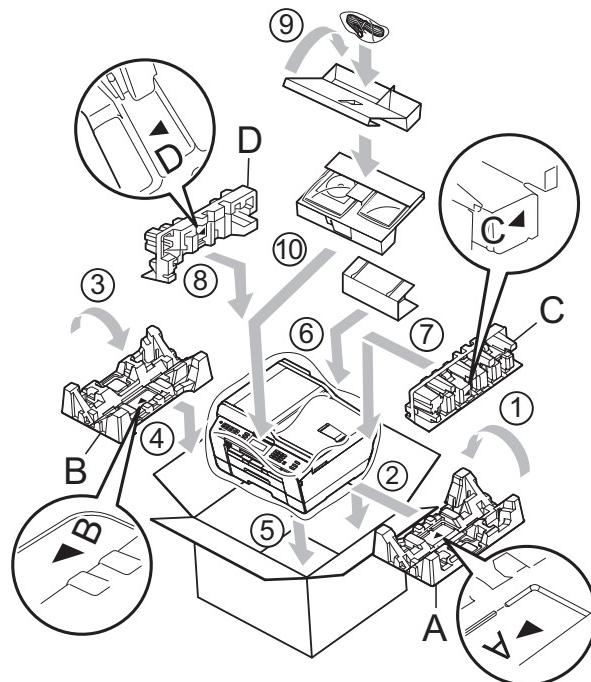


- 10 Pack the machine and the printed materials in the original carton with the original packing material as shown below. Do not pack the used ink cartridges in the carton.



Note

If you are returning your machine to Brother as part of the Exchange Service, pack *only* the machine. Keep all separate parts and printed materials to use with your "Exchange" machine.



- 11 Close the carton and tape it shut.

B

Glossary

This is a comprehensive list of features and terms that appear in Brother manuals. Availability of these features depends on the model you purchased.

ADF (automatic document feeder)

The document can be placed in the ADF and scanned one page at a time automatically.

Auto Reduction

Reduces the size of incoming faxes.

Automatic Redial

A feature that enables your machine to redial the last fax number after five minutes if the fax did not go through because the line was busy.

Backup Print

Your machine prints a copy of every fax that is received and stored in memory.

This is a safety feature so you will not lose messages during a power failure.

Batch Transmission

(Black & white faxes only) As a cost saving feature, all delayed faxes to the same fax number can be sent as one transmission.

Beeper Volume

Volume setting for the beep when you press a key or make an error.

Brightness

Changing the Brightness makes the whole image lighter or darker.

Broadcasting

The ability to send the same fax message to more than one location.

Caller ID

A service purchased from the telephone company that lets you see the number (or name) of the party calling you.

CNG tones

The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that a fax machine is calling.

Coding method

Method of coding the information contained in the document. All fax machines must use a minimum standard of Modified Huffman (MH). Your machine is capable of greater compression methods, Modified Read (MR), Modified Modified Read (MMR) and JPEG, if the receiving machine has the same capability.

Communication error (Comm. Error)

An error during fax sending or receiving, usually caused by line noise or static.

Compatibility group

The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.

Contrast

Setting to compensate for dark or light documents, by making faxes or copies of dark documents lighter and light documents darker.

Delayed Fax

Sends your fax at a specified time later.

Density

Changing the Density makes the whole image lighter or darker.

Distinctive Ring

A subscriber service purchased from the telephone company that gives you another telephone number on an existing telephone line. The Brother machine uses the new number to simulate a dedicated fax line.

Dual Access

Your machine can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax from memory or receiving or printing an incoming fax.

Easy Receive

Enables your machine to respond to CNG tones if you interrupt a fax call by answering it.

ECM (Error Correction Mode)

Detects errors during fax transmission and resends the pages of the fax that had an error.

Extension telephone

A telephone using the same line as your fax but plugged into a separate wall jack.

External telephone

A telephone that is plugged into the EXT. jack of your machine.

F/T Ring Time

The length of time that the Brother machine rings (when the Receive Mode setting is Fax/Tel) to notify you to pick up a voice call that it answered.

Fax Forwarding

Sends a fax received into the memory to another pre-programmed fax number.

Fax Journal

Lists information about the last 200 incoming and outgoing faxes. TX means Transmit. RX means Receive.

Fax Preview

If you turn on Fax Preview you will be able to view incoming faxes on the LCD by pressing the **Fax Preview** key on the control panel or the **Fax Preview** button on the Touchscreen.

Fax Receive Code

Press this code (* 5 1) when you answer a fax call on an extension or external telephone.

Fax Storage

You can store received faxes in memory.

Fax tones

The signals sent by sending and receiving fax machines while communicating information.

Fax/Tel

You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).

Fine resolution

Resolution is 203 × 196 dpi. It is used for small print and graphs.

Gray Scale

The shades of gray available for copying, scanning and faxing photographs.

Group number

A combination of One Touch and Speed Dial numbers that are stored on a One Touch key or in a Speed Dial location for Broadcasting.

Help list

A printout of the complete Menu table that you can use to program your machine when you do not have the Basic User's Guide with you.

Innobella™

Innobella™ is a range of genuine consumables offered by Brother. For best quality results Brother recommends Innobella™ Ink and Paper.

Journal Period

The pre-programmed time period between automatically printed Fax Journal Reports. You can print the Fax Journal on demand without interrupting the cycle.

LCD (Liquid Crystal Display)

The LCD screen on the machine that shows interactive messages during On-Screen Programming and shows the date and time when the machine is idle.

Manual fax

You can lift the handset of the external telephone or you can press **Hook** to hear the receiving fax machine answer before you press **Black Start** or **Color Start** to begin sending.

Memory Receive

Receives faxes into the machine's memory when the machine is out of paper.

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition)

ScanSoft™ PaperPort™ 12SE with OCR or Presto! PageManager software application converts an image of text to text you can edit.

One Touch

Keys on the machine's control panel where you can store numbers for easy dialing. You can store a second number on each key if you hold down **Shift** as you press the One Touch key.

Overseas Mode

Makes temporary changes to the fax tones to accommodate noise and static on overseas telephone lines.

Paging

This feature enables your machine to call your pager when a fax is received into its memory. The machine will also page for voice messages.

Pause

Allows you to place a 3.5 second delay in the dialing sequence while you are dialing using the dial pad or while you are storing One Touch and Speed Dial numbers.

Press the **Redial/Pause** key on the control panel or the **Pause** button on the Touchscreen as many times as needed for longer pauses.

PhotoCapture Center™

Allows you to print digital photos from your digital camera at high resolution for photo quality printing.

Photo resolution (B&W only)

A resolution setting that uses varying shades of gray for the best representation of photographs.

PictBridge

Allows you to print photos directly from your digital camera at high resolution for photo quality printing.

Polling

The process of a fax machine calling another fax machine to retrieve waiting fax messages.

Pulse (Canada only)

A form of rotary dialing on a telephone line.

Quick Dial List

A listing of names and numbers stored in One Touch and Speed Dial memory, in numerical order.

Real Time Transmission

When memory is full, you can send faxes in real time.

Remaining jobs

You can check which jobs are waiting in memory and cancel jobs individually.

Remote Access Code

Your own four-digit code (---*) that allows you to call and access your machine from a remote location.

Remote Retrieval Access

The ability to access your machine remotely from a touch-tone telephone.

Resolution

The number of vertical and horizontal lines per inch. See: Standard, Fine, Super Fine and Photo.

Ring Delay

The number of rings before the machine answers in **Fax Only** and **Fax/Tel** modes.

Ring Volume

Volume setting for the machine's ring.

Scanning

The process of sending an electronic image of a paper document into your computer.

Scan to Media

You can scan a black & white or color document into a memory card or USB Flash memory drive. Black & white images can be in TIFF or PDF file format and color images can be in PDF or JPEG file format.

Search

An electronic, numerical or alphabetical listing of stored One Touch, Speed Dial and Group numbers.

Speed Dial

A pre-programmed number for easy dialing.

Standard resolution

203 × 97 dpi. It is used for regular size text and quickest transmission.

Station ID

The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.

Super Fine resolution (B&W)

392 × 203 dpi. Best for very small print and line art.

TAD (telephone answering device)

You can connect an external telephone answering device or answering machine to the EXT. jack of your machine.

Telephone Answer Code (For Fax/Tel mode only)

When the machine answers a voice call, it pseudo/double-rings. You can pick up at an extension telephone by pressing this code (# 5 1).

Temporary settings

You can choose certain options for each fax transmission and copy without changing the default settings.

Tone

A form of dialing on the telephone line used for touch-tone telephones.

Transmission

The process of sending faxes over the phone lines from your machine to the receiving fax machine.

Transmission Verification Report

A listing for the last fax sent, that shows its date, time and number.

True2Life™

Adjusts the color in the image for better print quality by improving sharpness, white balance and color density.

User Settings

A printed report that shows the current settings of the machine.

WLAN Report

A printed report that shows the result of the WLAN Connection.

C

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Windows®

See Software User's Guide.

Wireless Network

See Quick Setup Guide and Network

User's Guide.

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